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## Careers

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### Substitute Teacher Information

#### SmartFind Express

Welcome to **SmartFind Express**, providing internet access to the Substitute Employee Management System (SEMS).

#### Contact Information:

SmartFind Express: (980) 819-4422

SmartFind Help: (980) 343-1900

#### Substitute Teacher Applicants

We appreciate your interest in the Charlotte-Mecklenburg Schools Substitute Teacher position. *The Substitute Teacher position is posted twice a year in the Summer (July/August timeframe) and Winter (December/January timeframe).* When the position is posted, it can be located online with our Non-Instructional positions, under the title of "Certified Substitute Teacher."



#### » [Tips and Resources for Applicants](#)

Please submit your application online, and be sure to attach transcripts and teaching license.

The minimum education requirement for a Substitute Teacher position with Charlotte-Mecklenburg Schools is a Bachelor's Degree. You will also be required to pass a background check and submit three supervisor level references.

#### Related Links

- » [SmartFind Express](#)
- » [www.VisitCharlotte.com](http://www.VisitCharlotte.com)

#### Hiring Process:

Once your application has been processed we will contact you by telephone and email to schedule you for an Orientation session. During Orientation, you will be required to complete the forms needed for the automated Smart Find Substitute System, and participate in fingerprinting and drug testing compliance.

There are two pay levels for Substitute Teachers; your pay status is determined by the following classification:

Certified Substitute – must have a North Carolina teaching license or a license from another state (current or expired). This position will pay \$103 per day.

Non- Certified Substitute – must have at least a Bachelor's Degree and does not hold a teaching license from NC or any state. This position will pay \$80 per day.

SmartFind Documents:

- [Principal, AP SFE Verification Reference](#)
- [SFE 2.0 Administrator Web Reference](#)
- [SFE 2.0 Teacher Web Reference](#)
- [Teacher SFE 2.0 Telephone Reference](#)
- [Substitute SFE Telephone Reference](#)
- [Substitute SFE Web Reference](#)

The Charlotte-Mecklenburg School District website ([WWW.CMS.K12.NC.US](http://WWW.CMS.K12.NC.US)) is in the process of being updated to ensure compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. In the interim, any website accessibility concerns may be brought via the following, Email: [Web Accessibility](#) or Call: 980.343.0115.

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*Every Child. Every Day. For a Better Tomorrow.*

**Charlotte-Mecklenburg Schools**  
P.O. Box 30035, Charlotte, NC 28230

In compliance with Federal Law, Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age, or disability. Inquiries regarding compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities, may be referred to the District's Title IX Coordinator at [titleixcoordinator@cms.k12.nc.us](mailto:titleixcoordinator@cms.k12.nc.us) or to the Office for Civil Rights, United States Department of Education.