



**Employment**

# Substitute/Temporary

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## SUBSTITUTE/TEMPORARY

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**Join our team and apply today to become a Substitute Teacher!**

**Substitute/Temporary Application**

[Apply Now](#)

**Watch this step-by-step video on how to complete an application!**

[How to Apply Video](#)

Questions? Call 703-791-8050 or email [HR@pwcs.edu](mailto:HR@pwcs.edu).

**Come join PWCS as a substitute teacher!**



## Substitute Teacher Application Instructions

Interested candidates must submit ALL of the required documents listed below in order to be considered:

- **Required:** A completed PWCS [Substitute/Temporary Application](#), dated within the last 6 months;
- **Required:** Professional Reference forms from recent/current supervisor(s); and
- **Required:** Copy of official or unofficial transcript(s) reflecting completion of 48 or more college credit hours.
- **Optional:** If you hold a Certificate of completion of the [Child Abuse and Neglect Training](#), please provide a copy.
- **Optional:** If you hold a current Virginia teaching license or have retired from PWCS and have an expired VA teaching license, please provide a copy.

**Once all required application documents are received, the office of Substitute and Temporary Employment will review the application and conduct a background check.**

**Partial application packages will not be reviewed.**

Although it is not required at the time the application is submitted, candidates may wish to obtain a negative medical Tuberculosis (TB) test result dated within the last 12 months. A hard copy of the TB verification is required at the time of fingerprinting.

Click the following link for [full substitute Teacher application process \(PDF\)](#).

## Substitute Rates Of Pay

- **Degreed and Non-Degreed Substitute Teacher** (48+ college credits)  
- \$18.52/hour effective July 1, 2022.
- **Substitute Teacher Assistant positions** - \$16.76/hour effective July 1, 2022, for both general education and special education. Contact 703-791-8050 for more information.

**Per PWCS Regulation 511-7, candidates for substitute employment must have completed at least 48 college credit hours or an associate's degree to be considered for Substitute Teaching positions.**

## Frequently Asked Questions About Staff Who Serve As Substitutes

This FAQ provides details and parameters regarding additional pay for certified and classified staff covering substitute teacher vacancies.

## Compensation For Certified Staff That Serve As A Substitute Teacher During Planning Period↓



**Schools shall continue to utilize the sub call system to fill substitute needs. In the event that a substitute is not secured, a certified or classified staff member may be assigned to cover the need.**

### **Who is eligible to receive pay for covering as a substitute teacher?**

Teachers, and other certified staff members (e.g., librarians, counselors, ITC), will be eligible for additional pay when they meet the following conditions:

- Hold a current certified instructional contract with PWCS;
- Serve as a substitute teacher during their planning period (not duty period or open block)
  - Staff in certified, school-based positions who might not have a designated planning period (e.g., ITC, librarian, math coach) shall also be eligible if they work as a substitute teacher in a period that is not designated as their duty period;
- Serve as a substitute teacher for a minimum of 30 consecutive minutes; and
- Are not already scheduled to work in the class.
  - If teacher is already scheduled to be in that class (for example, if a Sped or EL teacher is a co-teacher in the same class), additional compensation will not be provided if they fill in for another teacher in that classroom.

**I'm a non-school based certified staff member will I be eligible to receive pay for covering as a substitute teacher?**

Yes. Certified staff that are asked to cover as a substitute teacher (e.g., itinerant staff who serve more than one school-based location or specialist), will be eligible for up to one period (for a maximum of 45 minutes at an elementary school and up to 90 minutes for secondary) of substitute compensation per day.

**If I am ROP employee, Administrator, or Admin Intern, and work as a substitute teacher, will I receive additional pay?**

No. Only staff who meet the criteria in the above two questions are eligible. A ROP employee who is still completing their required hours is ineligible. However, once the required hours have been completed, and a ROP employee accepts a temporary teacher or long-term substitute teacher position, the ROP employee may be eligible for additional pay if covering during the designated planning period.

**If I am not giving up a planning period, but take additional students in my class, will I receive additional pay?**

No. Only teachers that provide substitute teacher coverage during a period in which they typically would not teach or be assigned duties, may be eligible.

**If I am Temporary Teacher, Long Term Sub or TPOTA working as a substitute teacher during the assigned planning period, will I receive additional pay?**

Yes. Temporary Teachers and Long-Term Subs shall earn an additional \$18.52 per hour while performing substitute teaching duties during designated planning periods.

**If I am daily substitute and work through the designated planning period, will I receive additional pay?**

No. Daily substitutes are not required to do planning and therefore are available to be assigned to other classrooms during the planning period.

## **If I am a part-time teacher and asked to work as a substitute teacher, will I receive additional pay?**

Only the time spent subbing as a teacher during planning periods within the designated contract hours of the part-time teacher assignment are eligible for additional pay. Hours outside of the contract day will be compensated at the regular substitute teacher pay rate.

## **When will this special Substitute Pay begin for Certified Staff, and what is the process?**

Starting August 22, 2022, eligible certified staff who are directed to serve as a substitute teacher, that meet the conditions above, will complete a timesheet provided by the school. Hours worked as a substitute teacher (minimum of 30-consecutive minutes) should be recorded. Hours work substituting shall be recorded on a timesheet and submitted promptly to the location's timekeeper. For substitute teacher work performed the 1st - 15th of the month, a time sheet should be submitted to the timekeeper on the 16th of the month. For substitute work performed from the 16th through the end of the month, the timesheet should be submitted to the timekeeper on the 1st of the month following the month in which the work was performed.

## **When will this additional substitute pay program end?**

This additional pay will be available through June 15, 2023.

## **How much pay will be provided to certified staff when working as substitute teacher?**

The rate of pay will be \$31 per hour for eligible hours in the 2022-23 school year.

## **When will pay be provided?**

The additional compensation will be provided the pay period after the work is performed, provided a timesheet is submitted promptly to the timekeeper. For example, if substitute teacher work was

performed the 1st – 15th of the month, pay will be included in the check at the end of the month. If work was performed between the 16th and the end of the month, the pay will be included in the check on the 15th of the following month.

### **Is there a minimum or maximum amount of time eligible for compensation for certified staff covering as a substitute teacher?**

Yes. The minimum amount of time certified staff must cover as a substitute to receive compensation is 30 consecutive minutes. The maximum amount of compensation that may be provided for certified staff is **one period per day**. For elementary, the maximum is 45 minutes per day and for secondary, the maximum is up to 90 minutes per day.

- If a teacher, or eligible certified staff, covers for 15 minutes, for example, they would not be eligible for additional compensation.
- If a teacher or eligible certified staff worked two hours as a substitute, they shall be eligible for up to one period of additional compensation (45 or up to 90 minutes max, daily planning period).

### **What if I have questions about the amount of pay received?**

Questions about hours worked and pay entry should be directed to your school's administration.

Compensation For Classified Staff That  
Serve As A Substitute Teacher



## Substitute Teacher Assistant

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Interested candidates must submit ALL of the following:

- A completed PWCS **Substitute/Temporary Application**, dated within the last 6 months;

- Professional Reference forms from recent/current supervisor(s);
- Copy of the High School Transcript/GED; and
- OPTIONAL: Certificate of completion of the Child Abuse and Neglect Training;
- Rate of pay: \$16.76/hour effective July 1, 2022, for both general education and special education. Contact 703-791-8050 for more information.

## Temporary Employment

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- Complete Substitute/Temporary online application.

Candidates interested in Temporary employment are required to apply to the individual position of interest (Coach, Temporary Teacher Assistant, Temporary Cafeteria Hostess, etc.) on the [PWCS Employment website](#). Once an online application is successfully submitted it remains active for 6 months. The applicant may then apply to vacancies directly in the job postings main page without having to login to the online application and having to resubmit.

## Substitute Bus Driver

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- Complete Classified Application and apply to the Substitute School Bus Driver vacancy.
- Rate of pay: \$22.31/hour. Contact 571-402-3868 for more information.

## Substitute Custodian

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- Complete Substitute Application and apply to the Custodian Substitute vacancy.
- Rate of pay: \$14.34/hour. Contact 703-791-8361 for more information.

## Food Service Substitute

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- Complete Classified Application and apply to the Food Service Associate Substitute vacancy.
- Rate of pay: \$14.34/hour. Contact Food & Nutrition Services at 703-791-7314 for more information.

## Lifeguards/Swim Instructors

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- Complete Classified Application and apply to the Lifeguard and/or Instructor vacancy.
- The Aquatics Center is located on grounds of Colgan High School in Manassas.
- Lifeguard classes available to obtain necessary certification.
- Rates of pay: \$13.94/hour for Lifeguard, \$16.14/hour for Head Lifeguard and \$21.05/hour for Swim Instructor. Contact 571-374-6333 for more information.

14715 Bristow Rd., Manassas, Virginia 20112

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