



## Substitute Teaching in Cabarrus County Schools as a Student Teacher

- ❖ Cabarrus County allows Student Teachers to sub for their clinical educator during the student teaching semester only if your university allows it. This opportunity does not occur automatically. You are required to submit a completed application to our Human Resources Department. When you become a sub, you become a paid employee. This process takes time so if you plan to sub for your CE, **please submit your application as soon as possible**. The rate of pay will be \$118 per day.
- ❖ **Substitute Teaching is optional**. Subbing for your CE is beneficial to you, but your first responsibility is to your students, your Clinical Educator, and the University. The purpose of this semester is to learn the art of teaching.

- In order to sub, you must complete a **Student Teacher Substitute application**.
- To apply, click on the following link:  
<http://www.applitrack.com/cabarrus/onlineapp/>
  - Be sure to select **Job ID 6118** – Substitute for Cooperating Teacher: Current Cabarrus County Schools Student Teachers Only.
    - References from your Clinical Educator and University Supervisor are required so please list them as professional references on your application. When your application has been submitted, the individuals you listed as references will be sent a reference survey via email that they must complete.
    - The following documents are required and should be uploaded to the supplemental materials section of your application.
      - Unofficial transcripts showing current semester of student teaching
      - Two forms of government issued identification (examples: Driver's license and Social Security Card, Birth Certificate, or Passport)
      - Completed health exam form and TB test results (This should have already been submitted for student teaching – please upload a copy to your application as well.)
      - A letter or email from your university supervisor stating that you are approved to sub for your cooperating teacher

- ❖ **After receiving confirmation from Human Resources, the first day UNCC and Queens students may substitute is February 13. App State students will be eligible to substitute March 27.**
- ❖ Once approved, a student teacher will **only be allowed to sub for his/her cooperating teacher while student teaching.** If you wish to continue subbing after you complete student teaching, please contact Amber Hartsell (amber.hartsell@cabarrus.k12.nc.us) for further instructions toward the end of your student teaching assignment with the date of your last day as a student teacher.
- ❖ As you progress through the student teaching process, please consider CCS as an employer of choice! Once you have applied to be a substitute, you will **not** need to complete a new application. You will simply update your current application to apply for teaching vacancies listed within our district. For this reason, you are encouraged to apply with your personal email address and set up a password that you can easily remember.

**We hope you will consider Cabarrus County Schools for future employment!**