

### **Substitute Teacher Application Process**

1. Complete an online substitute application through the Department of Public Instruction by going to: [www.mcsnc.org](http://www.mcsnc.org), click on *Departments, Personnel, Employment*, and click on *Fill out Online Application*.
2. Make a copy of your high school diploma or college transcript.
3. Call and make an appointment with the principal of the school where you wish to substitute. Take all the above paperwork with you when you meet with the principal. The principal will interview you and check references. You may or may not be recommended for a substitute position.
4. Sign a permission form for a criminal background check. The principal will have this.
5. Substitutes will be approved at the monthly Board of Education meetings. Once you have been approved by the board, you need complete the necessary paperwork at the central office. Your name will not be added to the substitute list until all required paperwork has been completed.