



Gaston County Schools
shaping our future

L. Reeves McGlohon
Superintendent

Central Administration Office

943 Osceola Street
P.O. Box 1397
Gastonia, NC 28053
(704) 866-6100
FAX (704) 866-6175

Department of
Exceptional Children

730 W. Garrison Blvd.
Gastonia, NC 28052
(704) 866-6160
FAX (704) 866-6191

Division of
Resource Management

1351 Bradford Heights Rd.
Gastonia, NC 28054
(704) 866-6129
FAX (704) 866-6193

School Nutrition Programs

500 Reid Street
Lowell, NC 28098
(704) 824-8423
FAX (704) 824-8442

Staff Development Center

236 Eighth Avenue
Cramerton, NC 28032
(704) 824-2828
FAX (704) 824-4918

Teacher Resource Center

366 W. Garrison Blvd.
Gastonia, NC 28052
(704) 866-6174
FAX (704) 866-6194

APPLICATION AND HIRING PROCESS FOR SUBSTITUTE TEACHERS

To: Substitute Teacher Applicants
From: Marie Taylor, Aesop Coordinator
mctaylor@gaston.k12.nc.us

We appreciate your interest in becoming a Substitute Teacher with the Gaston County Schools. Below are the qualifications to apply:

1. Minimum of one year of college/community college with at least 24 semester hours of credit OR
2. One year of experience working in a licensed daycare

There are two classifications of Substitute Teachers; pay status will be affected by the classification for which you qualify:

- A. A certified substitute is one who holds a clear teaching license/certificate from North Carolina or from another state with a pay rate of \$90 per day before taxes.
- B. A non-certified substitute refers to an individual who does not hold a clear teaching license/certificate or who does not hold a teaching license/certificate at all. The rate of pay will be \$69 per day before taxes.

To apply, follow the indicated steps:

- I. Complete an online Substitute Teacher application that is available at www.gaston.k12.nc.us under the "JOBS" tab.
- II. Submit three written references: a) three current, dated letters are acceptable or b) three completed reference forms that are also available at the above website. References must be completed by individuals who work outside Gaston County Schools.
- III. Official transcript or clear copy of an official transcript that indicates the completion of at least 24 semester hours OR an employer-completed *Classified Experience Verification Form* that is located at the bottom of the "JOBS" page at www.gaston.k12.nc.us.

Once your application process is complete, we will review it and notify you via email of your status. If invited to our half-day Substitute Orientation, you will participate in training, fingerprinting, and completing hiring forms. You will also be scheduled for drug testing.

Revised: March 2012

Supersedes: October 2011; January 2011