

Substitute Teacher Application

Greetings from Elizabeth City – Pasquotank Public Schools,

Thank you for your interest in substituting for the Elizabeth City – Pasquotank Public Schools. To be considered for employment, all applicants must have completed all application requirements.

Substitute Requirements:

- Online application <https://www.ecpps.k12.nc.us/departments/human-resources> or <https://nc.teachermatch.org/signin.do>
- Official College Transcript(s) showing 60 semester college credits or 90 quarter hours
- Employment Background Authority to Release Forms 1 and 2
https://www.ecpps.k12.nc.us/uploaded/Departments/Human_Resources/Page_1_-_Authority_To_Release_Form.pdf
- https://www.ecpps.k12.nc.us/uploaded/Departments/Human_Resources/AUTHORITY_FOR_RELEASE_FORM.pdf
- Include three (3) Professional References on the application (an E-Reference Form will be sent to be completed and submitted electronically)

Process to Become a Substitute Teacher:

1. Submit a completed electronic online Generic Substitute application via Teacher Match
2. Upload official transcript(s) and Authority to Release Forms 1 and 2 to the online application.
3. Once the requirements have been satisfactorily met, and approved for employment, a link will be provided to complete the Substitute Teacher Workshop Training online.
4. New Hire Paperwork will be sent electronically.
5. After the completion of Substitute Teacher Workshop and New Hire Paperwork, an appointment will be scheduled to receive your SmartFind Express login and ID Badge.

Helpful Tips:

- Recommend using Chrome, Firefox or Safari as the supporting internet browser. Internet Explorer is not compatible.
- All new users must register prior to login.
- All applicants are required to have an email address to complete an online application.
- Upon completion of signing up, applicants will receive a notification to authenticate email address (applicant will not be able to proceed with the application until an email address has been verified).
- When selecting your job preferences, the following must be selected for ECPPS
 1. Geography – **Rural**
 2. Type – **Public**
 3. Regions – Click on the **word South** | click on the **word South Atlantic** | and click in the **box North Carolina**

Feel free to contact Kim Respass at 252-335-2981, ext. 128 or via email (krespass@ecpps.k12.nc.us) if you have any questions or need additional information regarding employment.