Ready to Apply? We'd love to see your application!

How to apply for posted contractual vacancies (instructional assistants, custodial, clerical, cafeteria, etc.):

1. Visit www.carrollk12.org and click on "Employment Opportunities"
2. Scroll down and click on "Teaching & All Other Contractual (Permanent) Vacancies"
3. On the left hand side, use the categories to find the position you would like to apply for
4. Click the red "Apply" button in the upper right hand corner of the job posting
5. Complete your application
    a. Please make sure you list all previous employers and 3 professional / supervisory references
    b. Click submit at the end (not just save!) in order for your application to be complete
6. Next Steps?
    a. Posted positions with a close date – the supervisor or administrator responsible for hiring will review all applications after the closing date and contact those that they would like to interview
    b. Pool positions or "open until filled" – Supervisors check the folder frequently and will be in touch shortly with candidates they would like to interview

How to apply for hourly positions (student support assistants, hourly lunchroom assistant, etc.):

1. Visit www.carrollk12.org and click on "Employment Opportunities:
2. Scroll down and click on "Hourly Positions"
3. Click the blue "Apply Here" box on the right
4. On the Frontline Application page, simply select "start an application for employment" under external applicants
5. In your application, please check "hourly assistant," "hourly clerical," or "hourly teacher" as appropriate – you WILL NOT see individual postings for schools here. . .that's OK!
    a. Please make sure you list all previous employers and 3 professional / supervisory references
    b. Click submit at the end (not just save!) in order for your application to be complete
6. Next Steps?
    a. Contact the school and let them know of your interest in their hourly position and that you have a completed application on file.
    b. School based staff will follow up with candidates that they would like to interview for vacancies.

How to apply to be a substitute teacher:

1. Visit www.carrollk12.org and click on "Employment Opportunities"
2. Click "Substitute Teaching in CCPS"
3. Click on the blue "Apply Here" box on the right
4. On the Frontline Application page, find the "Substitute" category on the left to access the substitute pool. Click the red "Apply" button in the upper right hand corner of the posting.
5. Complete your application
    a. Please make sure you list all previous employers and 3 professional / supervisory references
    b. Click submit at the end (not just save!) in order for your application to be complete
6. Next Steps?
    a. Our Human Resources Office processes substitute applications each week. If it has been more than 2 weeks since you applied and you haven't heard anything, please call our office at 410-751-3070.
    b. Keep an eye on the email associated with your application for specific directions about any missing information, needed forms, and onboarding information.
    c. Once your application has been fully processed and you have completed the hiring process through Human Resources, you are ready to accept substitute teaching jobs!

Questions or problems when applying? Call the CCPS Human Resources Office at 410-751-3070

HELP US BUILD THE FUTURE!

Building the Future

CCPS

Carroll County Public Schools