HAMPTON COUNTY
SCHOOL DISTRICT

How to Become a Substitute Teacher

1. Complete the Substitute Teacher Application
    a. You can select this link to complete the application → Substitute Teacher Application
    b. You can scan the QR code to the Substitute Teacher Application

    c. Visit https://hcsdsc.org
        i. Select the EMPLOYMENT button on the right side of your screen
        ii. Select the Substitute link on the left navigation bar
        iii. Beside the JobID: 206 for Substitute Teacher select the Apply button
            1. Please be sure to submit your application
2. Complete the Background Authorization Form
    a. You can scan the QR code to access the Background Authorization form or use the link below.

https://forms.office.com/r/BzMWQqsaj1

3. Attend the substitute training
    a. To view the new substitute teacher training, please visit https://www.hcsdsc.org/departments/human-resources.
    b. Select Substitute Staff Interest
    c. Scroll down to the substitute teacher training flyer for the upcoming training

4. Please contact and then visit the Hampton County School District, Department of Human Resources for your onboarding process. You will need to complete the EVerify+ identification process prior to your visit.

    Hampton County School District
    Department of Human Resources
    372 Pine Street East
    Varnville, South Carolina 29944
    Phone: (803)943-4576
    Email: HCSD-HR@hcsdsc.org