



How to Become a Substitute Teacher at DCPS:

1. **Apply.** Go to <http://dcps.force.com> to apply for the position of **Substitute Teacher** or **Substitute Teacher ECE** with DC Public Schools. Applicants should be careful to answer each question, even if it does not seem applicable. A confirmation email will be sent when the application has been submitted.
2. **HR Review.** After the application is submitted, the Temporary Instructional Staffing team will review the application and will decide whether to invite the applicant to an interview. Applicants will receive an email notification either way, with all of the pertinent information.
3. **Interview.** Upon review of a candidate's application, they may be invited to an interview. The interview is an integral part of the substitute teacher application process as it allows candidates to demonstrate their abilities through leading a mini lesson. The interview stage can be waived if we receive a written recommendation from a DCPS principal. **Substitute teacher candidates** will take part in a virtual group interview led by the Temporary Instructional Staffing team. **ECE substitute teacher candidates** will have the option of scheduling an in-person or virtual interview with the ECE School Support team.
4. **Selection for Hire.** All candidates who pass the interview will be selected for hire. These candidates will be sent an email outlining the necessary clearances and other onboarding requirements for the position. This includes:
 - a. **DCPS Clearance Application.** As a part of the DCPS clearance application, candidates will complete a **tuberculosis risk assessment**. If a candidate is at risk for TB, we will ask that they receive a TB test from your primary health physician and/or clinic. To be cleared, candidates will also need to receive **clearance from the National Sex Offender Registry (SOR)**. A SOR check will be automatically run by DCPS as part of the clearance process. Finally, all selected candidates must have their **fingerprints taken**, even if they have been printed by another agency (such as a police station). Candidates will receive instructions to schedule and complete their fingerprinting at a FieldPrint location. The DCPS-specific fingerprinting clearance is valid for two years.
 - b. **Drug Testing.** Selected candidates are required to pass a 5-panel drug test with the DCPS vendor within two weeks of being selected for hire. The drug test remains valid for 90 days. Results from drug testing, the SOR clearance, and fingerprinting are sent to us electronically.
 - c. **Uploading Required Documents.** Selected candidates must submit several documents, including the USCIS Form I9, and proof of identity and authorization to work. An official or unofficial transcript from a college/university indicating the candidate is in possession of 60 or more college credit hours in lieu of a conferred degree, is also required. Transcripts can be submitted using our new hire dashboard or via email. Emailed transcripts can be submitted to substitute.dcps@k12.dc.gov directly from the college/university.
 - d. **Virtual Orientation and Training.** The DCPS Substitute Teacher Orientation will be conducted virtually via Microsoft Teams. A link will be provided for a candidate to attend once they sign up for the date and time. In addition to attending orientation, **ECE substitute teacher candidates** will

be required to watch an **ECE-specific training** video on YouTube and complete an online assessment.

5. **Offer Letter.** After a selected candidate has uploaded all required documents and their passing clearance results have been sent to DCPS, the Temporary Instructional Staffing team will issue the candidate a formal offer letter via email.

6. **Registering for SmartFind Express.** Within a few days of accepting their offer letter, candidates will be emailed instructions for registering with SmartFind Express, the automated system that substitute teachers use to find and (dcps.eschoolsolutions.com). No substitute may work in any school if their name does not appear in SmartFind Express. All jobs must be entered before the substitute begins work each day.

Note: No person shall work with DC Public Schools' students without passing the mandatory drug test, background check, SOR clearance, and signing/accepting their formal offer letter from DCPS.