

How to Become a Substitute Teacher at DCPS:

1. **Apply.** Go to <http://dcps.force.com> to apply for the position of Substitute Teacher with DC Public Schools. Applicants should be careful to answer each and every 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 Office of Human Resources will review the application and resume, and we will decide whether to invite the applicant to a group interview. The applicant will receive an email notification either way, with all the pertinent information.
3. **Interview.** We will conduct the interview, which includes a 5-minute mock lesson, and decide whether to hire the applicant. He or she will be notified via email within one week. *Our interview can be waived if we receive a written recommendation from a DCPS principal.*
4. **Fingerprinting.** At the interview, we fingerprint all candidates, even if they have been printed by another agency (such as a police station). DCPS-specific fingerprinting lasts two years.
5. **TB and Drug Testing.** If we intend to hire the candidate, we will send a list of next steps, which includes TB testing, document collection, and drug testing. The drug testing must be completed with our vendor within two weeks. The drug test remains valid for 6 weeks, and the TB test remains valid for one year.
6. **Licensure.** As of March 2016, the Office of the State Superintendent of Education will no longer issue substitute licenses. DCPS requires all applicants to submit their official transcript from a college/university during orientation sessions. Transcripts must indicate the applicant is in possession of a conferred bachelor's degree.

Transcripts. *Unofficial transcripts will not be accepted.* Official transcripts can be submitted both in-person during orientation or via email. Email transcripts can be submitted to dcps.substitute@dc.gov directly from the college/university.

7. **Orientation.** Once the candidate has completed the list of next steps, he/she may sign up to attend an orientation session. The candidate *may not* attend orientation without all documentation, including **official transcripts, a TB test, a drug test, and fingerprinting results**. We will conduct the orientation session, ensure that the candidate signs all the HR paperwork, and ensure that the candidate has passed all background checks.
8. **Offer Letter.** We will issue an official offer of employment with DC Public Schools, and the candidate can begin working after s/he signs and accepts this offer letter.
9. **SmartFind Express.** SmartFind Express (description). After signing the offer letter, the new hire will appear in SmartFind Express (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 a Drug Test, a TB test, and a DCPS-specific fingerprinting check.