



Thank you for your interest in substitute teaching with Uwharrie Charter Academy.

- **What are the requirements to become a Substitute Teacher?** You must have at least a High School Diploma and/ or have Effective Substitute Teacher Training (Individuals with a NC Teaching License do not have to complete the Effective Substitute Teacher Training)
- **How do I get the Effective Substitute Teacher Training?** Please see the HR for further information.
- **If I am a retired teacher/or a teacher no longer working what do I need to do to become a substitute teacher?** Please come see Shelly Fossati at the UCA Central Office.

Sign-up or login to NC Schools Jobs Powered by Teacher Match

Tips For Being A Successful Substitute Teacher **Before Class Begins:**

- Dress professionally and be well groomed.
- Be on time. Report at least 15 minutes prior to your assigned time.
- If you are unable to fulfill the assignment previously agreed to, notify the school contact person immediately.
- Sign in at the office upon arrival.
- Locate the teacher's substitute packet. Take time to review the information contained in this packet.

During Class:

- Always follow the teacher's lesson plans as closely as possible.
- Keep accurate attendance reports.
- Familiarize yourself with fire and emergency instructions.
- Introduce yourself to the class and write your name on the board.
- Learn as many of the students' names as possible.
- Be ethical and professional at all times in relationships with students, staff, and parents. (Never use abusive language or discuss your personal life with students.)
- Enrich the instructional program with information that is pertinent to the students' subject.
- Remember that professional matters should be discussed only with those who administer and supervise your teaching.
- Remain with the class at all times. Do not leave students unsupervised.
- Remember that all injuries or cases of illness occurring during the day must be reported to the principal or his designee immediately.
- Remember that you are expected to fulfill any duty assigned by the contact person.
- Leave your name, phone number, and a brief report of the day's activity for the regular teacher's use.

After Class:

- Make sure the classroom, equipment, and records are left in order when you leave.
- Let school administrators know if any problems arise that may need intervention. Serious occurrences must be reported as soon as possible.
- Return keys and materials to the teacher's mailbox or contact person.
- Check with the contact person to see if you will be needed the next day.

Daily Rates of Pay for Substitute Teachers		
Class A	Current Teaching Certificate (Copy must be on file in HR Office)	\$103.00
Class B	No Teaching Certificate	\$80.00