

**HANOVER COUNTY PUBLIC SCHOOLS**  
200 Berkley Street  
Ashland, Virginia 23005  
(804) 365-4585  
(804) 365-4660 (FAX)

**TO:** Substitute Teachers/Substitute Instructional Assistants/Coaches/Homebound Teachers

**FROM:** Assistant Superintendent of Human Resources

**SUBJECT:** Documents Necessary to be considered for Substitute Teaching/Substitute Instructional Assistant/Coaching/Homebound Teaching

In order for an applicant to be considered for placement on the substitute teaching/substitute instructional assistant/coaching/homebound teaching list, the following documents must be completed and returned for placement with the substitute application. If any of the documents listed below are not properly completed and sent to the Human Resources department, the application **WILL NOT** be processed. **It is the applicant's responsibility to verify that all information has been received and is correct.**

1. **TB RISK ASSESSMENT FORM** - All employees must complete the **TB Risk Assessment Form** and return the form ***with original signature*** to Julie Lantz, Human Resources, at the above address. (Optional: TB tine test results may be provided in lieu of assessment form at applicant's expense.)
2. **TRANSCRIPT** - Applicants for substitute teaching must submit copies of their teaching license and/or transcripts verifying the minimum of a Bachelor's degree. Applicants for substitute instructional assistants must submit a copy of their High School transcripts with the verified graduation date. **Applicants for homebound teaching are required to hold a valid Virginia State teaching license** and **MUST** provide a copy of the license prior to being placed on the approved homebound teaching list.
3. **REFERENCES** – Please print three copies of the reference form. The three reference forms must be completed and mailed directly by the individual completing the reference to the Assistant Superintendent of Human Resources, 200 Berkley Street, Ashland, VA 23005-1399. It is preferred that these forms be completed by someone who has seen the applicant working directly with children. (If the substitute applicant is also applying for a full-time teaching position, the required three narrative reference letters may be used for both applications. Please attach a note asking for the reference letters to be cross-referenced in lieu of the three reference forms.)

In addition, substitute teachers/substitute instructional assistants/coaches/homebound teachers must attend a training orientation outlining division expectations/general policies. Prior to the orientation, all substitute teachers/substitute instructional assistants/coaches/homebound teachers will be fingerprinted. Individuals will be notified of the orientation date/time via e-mail immediately following the school board meeting (second Tuesday of each month).

**Substitute teachers and substitute instructional assistants are paid twice a month.** Checks should be received around the 15th and the last day of the month.

For the 2016-2017 school session, the following are the daily rates of pay for substitutes:

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| 1. Substitute Teachers with Degree (Bachelor's Degree or higher)                         | \$ 83.23 |
| 2. Long-term (After the tenth full day) - Substitute Teachers (Degreed/ Licensed)        | \$190.00 |
| 3. Substitutes for Instructional Assistants (Degreed or Non-degreed) (Regular Classroom) | \$ 61.38 |
| (Sp. Ed. Classroom) \$ 61.38, Long-term (After the tenth full day) \$ 67.89              |          |

If you have any questions, please feel free to contact Julie Lantz, Human Resources Office, Hanover County Public Schools (365-4585 or jlantz@hcps.us).

**WE DO NOT PROCESS SUBSTITUTE APPLICATIONS BETWEEN JUNE 1 AND JULY 1.**