



## Substitute Teacher Information Requirements / Duties

Questions? Contact Suzanne Boyle  
Lincoln County Schools HR  
**Phone:** 704.736.1017, ext. 30208  
**Email:** [suzanne.boyle@lincoln.k12.nc.us](mailto:suzanne.boyle@lincoln.k12.nc.us)

---

---

Thank you for your interest in serving as a Substitute Teacher for Lincoln County Schools. All substitutes **must** complete an online application at <https://www.lcsnc.org/> (select **Employment Opportunities**, select **Applicant Tracking**, select **Substitute Teacher** as the job).

### **REQUIREMENTS FOR SERVING AS A SUBSTITUTE TEACHER**

- Must be at least 21 years of age.
- Authorize Lincoln County Schools to conduct a drug test, background check, and possess good moral character.
- Provide a limited health physical and TB test within the past calendar year.
- If you are a non-certified teacher applicant, you must complete the online Substitute Courses in Canvas. This information will be sent to you **after** completing the substitute teacher application for LCS.
- **ONE** of the following must be provided in order to serve as a substitute teacher:
  - 1) College transcripts showing at least 30 semester hours of credit from a regionally accredited 4-year college or university, or from a regionally accredited community college, technical institute or other college.
  - 2) If you do not have a transcript, you may provide your ACT or SAT scores. You must have a score of 800 (old) or 1,200 (new) on the SAT, or a score of 18 or better on the ACT. The score report must be included in your online application.
  - 3) If you do not have a transcript or ACT/SAT scores, you may take the WORKKEYS test (National Career Readiness Test) at Catawba Valley Community College (CVCC) in Hickory. **All substitute teachers must meet the following requirements of the Every Student Succeeds Act (ESSA) before being able to serve as a teacher assistant or substitute teacher in the Lincoln County Schools:**
    - hold an **Associate's degree or higher** (in any area);
    - **or** a passing score as noted below on the **WorkKeys Test** offered at **Catawba Valley Community College (CVCC)**

WorkKeys is a standardized assessment that evaluates an individual's skills in many subject areas such as: workplace documents, applied math and business writing. These subject areas are the three areas in which a person must test and score high enough in order to receive a Career Readiness Certificate.

- **The WorkKeys Test must be passed before you begin serving as a sub.**
- Lincoln County Schools will pay for the first test.
- Future tests will be at the expense of the substitute (\$55.00).
- The following tests will be administered:
  - **Workplace Documents** - The state requires a passing **level of 4** or above
  - **Applied Math** - The state requires a passing **level of 4** or above
  - **Business Writing** - The state requires a passing **level of 3** or above

An appointment is required to take the test. Please email Mr. Gary Towery, HRD Instructor at CVCC, [gtowery519@cvcc.edu](mailto:gtowery519@cvcc.edu) to schedule an appointment. Study guides are available through CVCC. You will need to request these at the time of your appointment. A current, valid, government ID must be shown at the time of testing (driver's license, social security card, passport, or Government ID).

### **The WorkKeys Test is administered at:**

#### **Catawba Valley Community College**

2550 US Highway 70 SE  
Hickory, NC 28602



## Substitute Teacher Information Requirements / Duties

Questions? Contact Suzanne Boyle  
Lincoln County Schools HR  
**Phone:** 704.736.1017, ext. 30208  
**Email:** [suzanne.boyle@lincoln.k12.nc.us](mailto:suzanne.boyle@lincoln.k12.nc.us)

---

---

### GENERAL DEFINITION AND CONDITIONS OF WORK

Manages student learning in accordance with the goals and directives of the school and the district.

- **Substitute Teacher Rate of Pay – Revised 07.01.22: Certified: \$130 per day / Non-certified: \$112.50 per day**
- **If you have a valid NC teaching license and it expires during the school year, you must inform Human Resources immediately in order for your pay to be adjusted from certified to non-certified rate of pay. Any amount overpaid must be refunded to Lincoln County Schools.**
- Teachers with **30 years of creditable service** (as indicated on your retirement statement from Orbit), can request a **Lifetime License**. Please log into the online licensure system, request **Renew License**, attach the required documentation (.pdf file), and note in the comment section “**Lifetime Retiree Renewal**”. The login address is: <https://vo.licensure.ncpublicschools.gov/>

### ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- maintains and respects confidentiality of student and school personnel information;
- maintains a discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with board policies;
- ensures the adequate supervision to assure health, welfare, and safety of all students;
- takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary;
- reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
- implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
- organizes students for effective instruction;
- dismisses all students from the classroom before leaving the building;
- completes a Substitute Teacher Report Form for the regular classroom teacher;
- collects and places students’ papers in regular teacher’s desk;
- returns instructional materials, equipment, and keys to proper place;
- determines if his/her services will be required for the next school day;
- complies with and supports school and district regulations and policies;
- models non-discriminatory practices in all activities;
- ***performs other related duties as assigned by building administrator(s) in accordance with school/district policies and practices.***

### KNOWLEDGE, SKILLS AND ABILITIES

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.



## Substitute Teacher Information Requirements / Duties

Questions? Contact Suzanne Boyle  
Lincoln County Schools HR  
**Phone:** 704.736.1017, ext. 30208  
**Email:** [suzanne.boyle@lincoln.k12.nc.us](mailto:suzanne.boyle@lincoln.k12.nc.us)

---

---

### PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, and lifting is required, as well as performing very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

**EVALUATION:** Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

---

**Printed Name**

---

**Signature / Date**