

Raleigh County Schools

Substitute Teaching

In order to become a substitute teacher in Raleigh County Schools, you must:

- (1) hold a professional teaching certificate or
- (2) hold a bachelor's degree from an accredited institution with a minimum 2.0 GPA and be selected to attend the RESA Substitute Teacher Training Course

For Option 1 or 2, applications are accepted **online only** at the Raleigh County Schools' website.

<http://boe.rale.k12.wv.us>

Option 1: posted position—substitute teacher

Option 2: posted position—substitute teacher/RESA training required

Regardless of the option, you must create your personal profile in the Teach-in West Virginia Application System before you will be able to successfully apply for a posted position. Below are directions to help you with the profile:

1. Scroll down the first page, follow the maroon column on the right side, click on "Links," then "more Links." You will see a list of links, select "RCS Professional Job Postings—External Applicants."
2. The Teach-in West Virginia System Application Login page appears. Create a Professional Account. Record your User Name and Password for future use.
3. In the creating application process, at the bottom of the second page there is a tiny + sign. When you click this + sign, Teach-in West Virginia Application System, a drop-down menu appears, select *RESA I—Raleigh County Schools*.
4. Once your account/personal profile is created, you should be able to select the *Jobs* tab and see posted positions.

Check for posted positions weekly. Jobs are posted for a five-day period. After the application deadline, the system will not show jobs that have expired. You may apply for the posted position at any time during the posting period. Postings for substitute teachers for which the RESA training is required are made once or twice each semester to coordinate with RESA's training schedule. Postings for certified teachers wishing to substitute teach are made more frequently. It is suggested that you check job postings weekly to determine if the position you desire is posted.

The RESA substitute training course is offered two or three times a year with a limited availability to the number of applicants a county may recommend, and to attend the training you must be recommended by a county school system. Raleigh County makes recommendations by selecting applicants who applied for the position online only. Preference will be given to those who hold a degree that is applicable to the school system, i.e. English, mathematics, science, or foreign languages. Preference will also be given to those candidates who are enrolled in a teacher education program.

Please note that applicants who complete the RESA substitute teacher training program are required to attend the Raleigh County day of training, complete six hours of classroom observation, obtain a substitute permit from the West Virginia Department of Education and successfully complete Raleigh County Schools' hiring and screening policies before they would be recommended to the Board of Education as a substitute teacher. Also, RESA substitute teachers are not eligible for full-time teaching or homebound teacher positions; they are only eligible for day-to-day substitute teaching. Substitute teaching is an on call, as needed basis. No guarantee can be made concerning the amount of work a substitute may be offered.