

Substitute Application Process

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Montgomery County
Public Schools

Substitutes play an important role in our school division.



MCPS hires substitute:

- Administrators (Principals, Asst. Principals, Supervisors)
- Teachers
- School Nurses
- Administrative Assistants and other Clerical Staff
- Classroom Aides
- Bus Drivers and Bus Aides
- Custodians

If you are interested in applying to be a substitute, the following information will assist you in navigating our application process.



Go to our website at [www. mcps.org](http://www.mcps.org)
Once there, click on the #WorkatMCPS
icon:



Now, click on the link...



JOB OPENINGS

Montgomery County Public Schools / About Us / Departments / Human Resources / Job Openings

Now Hiring!

Montgomery County Public Schools, Virginia is located in the heart of Southwest Virginia near Virginia Tech and Radford University.

Click the link below to access online applications for current job postings available with MCPS in Montgomery County, Virginia:

<https://montgomerycounty.tedk12.com/hire>

[2022-2023 Job Openings](#)

The Nutrition Group (TNG) hires candidates for jobs with school nutrition. To apply with TNG, click the link below and type "Christiansburg" in the search bar:

[The Nutrition Group](#)

Please note: MCPS Job postings that appear in ALL CAPS in the postings list are general postings that may not indicate an immediate opening but are intended to establish an applicant pool in the event an opening occurs.

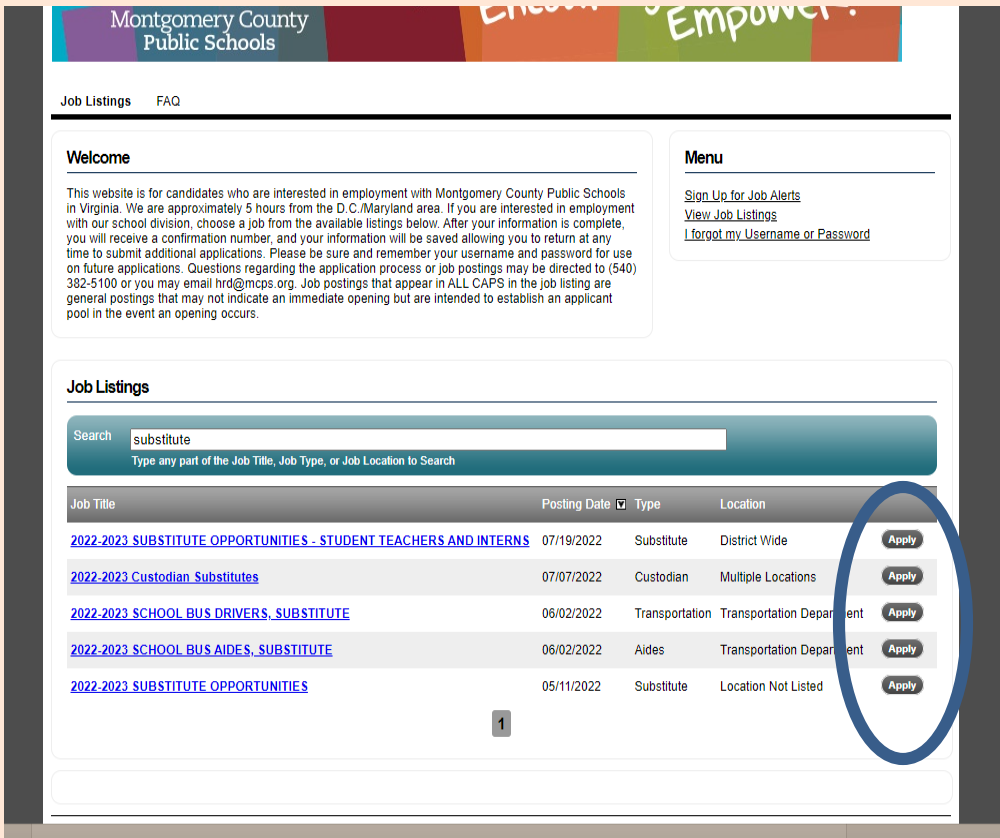


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In the search bar, type the word “substitute” to narrow the list to only the substitute postings. Click “Apply” to the right of the posting you’re interested in.



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Job Listings FAQ

Welcome

This website is for candidates who are interested in employment with Montgomery County Public Schools in Virginia. We are approximately 5 hours from the D.C./Maryland area. If you are interested in employment with our school division, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications. Please be sure and remember your username and password for use on future applications. Questions regarding the application process or job postings may be directed to (540) 382-5100 or you may email hrd@mcps.org. Job postings that appear in ALL CAPS in the job listing are general postings that may not indicate an immediate opening but are intended to establish an applicant pool in the event an opening occurs.

Menu

- [Sign Up for Job Alerts](#)
- [View Job Listings](#)
- [I forgot my Username or Password](#)

Job Listings

Search
Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date	Type	Location	
2022-2023 SUBSTITUTE OPPORTUNITIES - STUDENT TEACHERS AND INTERNS	07/19/2022	Substitute	District Wide	Apply
2022-2023 Custodian Substitutes	07/07/2022	Custodian	Multiple Locations	Apply
2022-2023 SCHOOL BUS DRIVERS, SUBSTITUTE	06/02/2022	Transportation	Transportation Department	Apply
2022-2023 SCHOOL BUS AIDES, SUBSTITUTE	06/02/2022	Aides	Transportation Department	Apply
2022-2023 SUBSTITUTE OPPORTUNITIES	05/11/2022	Substitute	Location Not Listed	Apply

1



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The job posting appears. From here, click on “Apply to this Posting”

Job Listings FAQ

2022-2023 SUBSTITUTE OPPORTUNITIES

Job Description

SUBSTITUTE OPPORTUNITIES – 2022 – 2023
Administrators (Principal, Assistant Principal)
Classroom and Homebound Teachers
School Nurse
Administrative Assistants, Bookkeepers
Clerical Aides, Instructional Aides, Special Education Aides, Lunch Aides, Recess Aides

Assignments and Locations to be Determined

The Montgomery County School Board in Virginia is now accepting applications for substitute positions that **may be** available within our division for the 2022-2023 school year. **This is a general posting for potential openings.** Once you have applied to our substitute posting, your application will be screened for the next substitute orientation. Applicants are selected based on the needs of the division. If you are selected to attend a substitute orientation, you will be notified by e-mail. Substitute orientations are usually held once a month.

PRIMARY RESPONSIBILITIES:
The substitute assumes the responsibilities of the regular employee when that employee is absent from work.

MINIMUM QUALIFICATIONS:

- Substitute Administrators – must hold current or expired teaching license with endorsement in Administration and Supervision
- Substitute Teacher – must have high school diploma and be at least 18 years of age to teach at the elementary level. A substitute must be at least 21 years of age to teach at the secondary level.
- Substitute School Nurse – must be a LPN or RN with a current Virginia license
- Substitute Administrative Assistant or Bookkeeper – must have high school diploma or GED
- Substitute Clerical Aide, Instructional Aide, Special Education aide – must have high school diploma or GED

FLSA: Non-Exempt

Closing date: Open until filled

Please complete an application and apply directly to the 2022-2023 Substitute Opportunities job posting for Montgomery County Public Schools, VA. (www.mcps.org)


Montgomery County Public Schools
Human Resources Department
750 Imperial Street, S.E.
Christiansburg, VA 24073


Fax: 540.394.4446
Email: hrd@mcps.org
www.mcps.org

Equal Employment Opportunity
The Montgomery County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, sexual orientation, political affiliation, gender, pregnancy, child birth or related medical condition, age, marital status, disability or status as a special disabled veteran is prohibited. Personnel decisions shall be based on merit and

Apply Now

Applications will be accepted
Wednesday, May 11, 2022 12:00 AM -
Saturday, April 1, 2023 11:59 PM
(Eastern Standard Time)

 [Print Job Posting](#)

 [Download Job Posting](#)

Tell a Friend

Do you know someone who should apply for this job? Send this job posting to him or her! We'll send an email and include the job details and a link to this posting.

Recipient's Name

Recipient's Email

Your Name

Your Email

Send me a copy



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If you have never applied for a job with TalentEd, you will need to create your account. Click “Create New Account and Apply”.



Username Password [Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

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[Job Listings](#) [FAQ](#)

I am a new applicant.

Apply now using our online job application system.

Once you've created an account and submitted an application, you will be able to return to your account at any time to check your application status, interview schedules, locations and more.

When you have completed your application, you will be given a confirmation number. Please keep this in a safe place for future reference if you have questions about your application.

I already have a Hire account with Montgomery County Public School.

Enter your username and password and the system will retrieve your previously submitted applications and data.

Username

Password

 [I forgot my Username or Password](#)

I want to transfer my account.

You may have an application on file with another TalentEd Hire District or Institution.

Enter your email address and password for another district or institution below, then select the state for the previous district or institution. We will then attempt to match your account and import that information to Montgomery County Public School.

Email

Password

State

[Help](#)

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You will enter your information on each screen. Be sure to click “Save and Continue” as you progress through the screens.

If you need to sign out and continue your application later, your progress will be saved as long as you have clicked “Save and Continue” at the bottom (or top) of each page. If you do not do this, your information will not be saved!



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After you have completed all sections that apply, you will review your application, scroll all the way to the bottom of the page, and affirm your response to the Application Confirm Statement. You will then “Save and Submit”



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If you successfully apply, a confirmation screen will appear. You may sign out or you may view and apply to other postings by clicking on Job Listings.

Job Listings Profile Application Status Interviews References Documents Help [Sign Out](#)

Your application was successfully submitted.

Please print this page for your records.

Application Confirmation #	3314
Name	Marco Lee Polo
Username	marcopolo
Job Title	SUBSTITUTE OPPORTUNITIES 2015 - 2016 SY
Job Posting ID	46

You may check the [status of your application](#) and [interviews](#) at any time by entering your user name and password on Montgomery County Public School [careers homepage](#).


Note: References selected for this application were automatically sent a survey.


Email Notifications

If you provided an e-mail address, you will receive a message confirming the details that you provided. You may also receive additional e-mails regarding your application status. To ensure that you receive these communications, please add [do not reply-montgomerycounty@talentedk12.com](mailto:do_not_reply-montgomerycounty@talentedk12.com) and [do not reply@talentedk12.com](mailto:do_not_reply@talentedk12.com) to your address book or safe sender list.

Helpful Links

- [Job Listings](#)
- [Application Status](#)
- [Sign Out](#)

 [Print This Page](#)

 [Print Application](#)

[Help](#)

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If you have previously applied and have an account with TalentEd, you may sign in here (or at the top of the page).



Username Password [Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

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Email

Password

State

[Help](#)

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Once you have signed in, you'll see a list of any current applications you have on file as well as a list of applications for closed or filled positions. To apply for another job, click "Job Listings". From there, everything should look familiar to you.



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Job Listings Profile Application Status Interviews References Documents Help Sign Out

Current Applications for Marco Polo

Job Title	Status	Applied	Conif#	Comments
SUBSTITUTE OPPORTUNITIES 2015 - 2016 SY	Application Received	07/07/2015	3314	

The Application Status tab will show you your current applications as well as applications for jobs which have been closed or been filled by another applicant. You may only apply for a specific posting one time.

If you have any required assessments or tasks from HR, those will be listed under the "Required Assessments" heading. Please complete these as soon as possible; the district may choose to not consider applicants who have not completed their assessment.

If you are no longer interested in this position, you may click 'withdraw' to be removed from consideration.

Applications for Closed or Filled Jobs


Job Title	Status	Applied	Conif#	Comments
None				



If you have previously applied with another division that uses TalentEd, you can transfer your existing account. Please note that you may have to enter additional information since not all information will transfer.



Username Password [Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

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Email

Password

State

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Now what???

If you applied for Substitute Administrator, Teacher, School Nurse, Administrative Assistant, or Classroom Aide:

Your application will be screened by our Human Resources office for the next substitute orientation.

- Orientation sessions are generally held once a month based on the needs of our division (but may be more or less frequent)
- Applicants are selected based on the needs of the division
- If you are selected to attend an orientation session, you will receive an email from TalentEd asking you to schedule a background check appointment. Watch your in-box and check your spam folder periodically.



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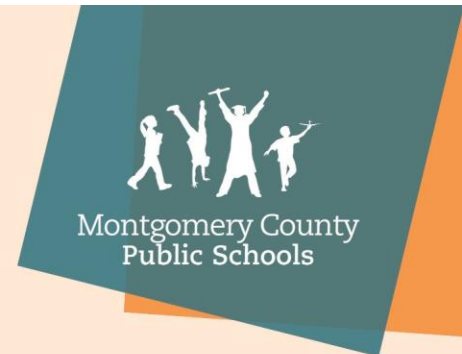
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If you applied for Substitute Bus Driver or Bus Aide:

Applications are screened frequently by our Transportation office and you may be contacted by Transportation for an interview.

If you applied for Substitute Custodian:

Applications are screened frequently by our school principals and you may be contacted by an Administrator for an interview.





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Questions regarding applying for substitute positions may be directed to Human Resources by calling (540) 382-5100.

Thank you for your interest in substitute employment with MCPS! We look forward to working with you!



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