

SUBSTITUTE TEACHER INFORMATION

To become a substitute teacher for Mineral County Schools please apply in response to an active job vacancy posting.

For applicants who hold a Professional Teaching Certificate:

- If you hold a valid unexpired WV Professional Teaching Certificate, apply in response to an active job vacancy posting for Substitute Teachers
- If you have an expired WV Professional Teaching Certificate, apply in response to an active job vacancy posting for Substitute Teachers, and you will need to take steps to renew your certification through the West Virginia Department of Education
- If you hold a valid unexpired Professional Teaching Certificate through another state, apply in response to an active job vacancy posting for Substitute Teachers, and you will have to apply for a WV Professional Teaching Certificate through reciprocity

Visit the WVDE website Certification page: <https://wvde.us/certification/certification-info/>

For applicants not holding a Professional Teaching Certificate substitute teacher training is required:

Applicants with an Associate's Degree or higher unrelated to education must complete a West Virginia Department of Education approved training. Trainings are available through the following:

- West Virginia Department of Education – [Substitute Permit Courses](#)
- Eastern Panhandle Instructional Cooperative – [Substitute Teacher Training](#)

Completion of the substitute teacher training is not a guarantee of employment, but a requirement to obtain a substitute teacher permit through the West Virginia Department of Education (WVDE). You must still go through the application/interviewing/hiring process and be recommended for Substitute Teacher. If you are hired you have **one** year to apply for a substitute permit from the time you complete the training. Guidance to applying for your permit through the WVDE will be discussed with you when hired.

Substitute Permit Information:

1. Restricted Short-term Substitute Permit - endorsed for general substitute, must have a minimum AA degree through an accredited IHE, minimum 2.00 GPA, and have attained age 21. Applicant must complete Substitute Teacher Training available through the WVDE eLearning or EPIC. A Restricted Substitute may be called out on a day-by-day basis. A Restricted Substitute is not permitted to cover any long term placement in the county exceeding 10 consecutive days in any given classroom. This permit expires on June 30 each year and must be renewed annually. Must complete substitute teacher renewal training for renewal.

2. Short-term Substitute Permit – endorsed for general substitute, must have a minimum BA degree through an accredited IHE, minimum 2.00 GPA, and have attained age 21. Applicant must complete Substitute Teacher Training available through the WVDE eLearning or EPIC. A Short-term Substitute may be called out on a day-by-day basis and/or fill a position for up to 30 days or fewer. This permit is valid for three years and will expire on June 30 of the third year of issuance. Must complete substitute teacher renewal training for renewal.
3. Long Term Substitute Permit – the initial Long-Term Substitute Permit endorsed for any specialization recognized on the Professional Teacher Certificate may be granted to an individual who has completed a minimum of a BA through an accredited IHE, a minimum GPA of 2.00, and have attained age 21. To obtain a long-term substitute permit you must complete 12 semester hours of coursework with a minimum GPA of 2.00 for each course from an accredited IHE in any specialization area recognized on the Professional Teaching Certificate. Applicant must complete Substitute Teacher Training available through the WVDE eLearning or EPIC. An individual holding a Long-Term Substitute permit may be called out on a day-by-day basis and/or may fill a long term absence. This permit is valid for three years and will expire on June 30 of the third year of issuance. Must complete substitute teacher renewal training for renewal.

Salary - Substitute Teachers

Salaries for substitute teaching in Mineral County are paid in accordance with WV School Code §18A-4-7, “Substitute Teachers Pay.”

“The pay of a substitute teacher shall not be less than eighty percent of the daily rate of the state basic salary paid to teachers: Provided, That any substitute teacher who teaches in excess of ten consecutive instructional days in the same position shall, thereafter, not be paid less than eighty percent of the daily rate of the state advanced salary based upon teaching experience: Provided, however, That any substitute teacher who teaches in excess of thirty days in the same position shall be paid the daily rate of the advanced salary, within that teacher’s county.”

Substitute permits are granted the required degree recognition only (AA or BA). Advanced degree level recognition is not allowable on substitute permits under W. Va. Code §18A-4-1.

Benefits

Substitute employees who work more than thirty consecutive working days in the same position (for the same absent employee) shall earn personal leave at the rate of 1.5 days for each school month. Such days earned may only be used while the substitute is in a long-term substitute position (extending longer than 30 consecutive working days). If the substitute becomes a regular employee, any accrued balance is retained. The substitute may be eligible for holidays and other benefits. For questions, please contact the Finance Office.

JOB DESCRIPTION:

POSITION:	Substitute Teacher
IMMEDIATE SUPERVISOR:	Principal
FLSA/CONTRACT STATUS:	Exempt
EMPLOYMENT TERM:	On an as needed basis for the school term
SALARY:	As per Mineral County Substitute Teacher and Teacher Salary Schedules, based on experience and in accordance with WV Code §18A-4-7.
EVALUATION:	Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Board Policy 5310 and Mineral County Board of Education Policy.
JOB SUMMARY:	Provide appropriate instruction to students and insure that the students meet the learning objectives and standards for the appropriate grade/subject level.

PERFORMANCE RESPONSIBILITIES:

- Report to building principal and his/her designee upon arrival at the school building;
- Review with the principal or department head all plans and schedules to be followed during the instructional day;
- Maintain the established routines and procedures of the school and classroom to which he/she is assigned;
- Utilize teaching aides effectively and satisfactorily;
- Make effective use of the lesson plans outlined by the regular teacher and/or develop appropriate plans;
- Provides an atmosphere conducive to learning consistent with the school/county mission;
- Creates and maintains an environment that supports learning;
- Accommodates individual learning differences;
- Manages student behavior;
- Organizes teaching strategies to maximize allocated instructional time to increase student learning;
- Demonstrate poise and professional appearance;
- Follows confidentiality procedures regarding students, parents/guardians, and staff members;
- Engage in effective communication with students, staff and parents;
- Demonstrate initiative and dependability;
- Follow the time schedule for reporting to the school and departing from the school;
- Report, in writing, on the day's activities at the conclusion of each instructional day;
- Demonstrates competency in the knowledge and implementation of technology standards;
- Follow all policies, rules and procedures;
- Performs other duties as assigned by the principal.

QUALIFICATIONS:

- Hold or be eligible for WV Professional Teaching Certificate, Restricted Substitute Permit (AA Degree), Short-Term Permit or Long-Term Substitute Permit;
- Must have attained age 21;
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration;
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation;
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate;
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.