

Join our remarkable team as a

SUBSTITUTE TEACHER

Sterling Montessori Academy &
Charter School Needs You



STERLING
MONTESSORI
EST. 1997

WHY BECOME A SUBSTITUTE TEACHER AT STERLING MONTESSORI ACADEMY & CHARTER SCHOOL?

- ▶ **Substitute teaching** is a rewarding opportunity in education.
- ▶ It provides **you** the opportunity to set your own schedule.
- ▶ Opportunity to earn a **paycheck**.
- ▶ Gain **valuable experience**, all while helping the school and students.



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SUBSTITUTES CAN BE

- ▶ PARENTS
- ▶ RECENT GRADUATES
- ▶ COLLEGE STUDENTS
- ▶ RETIREES



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SUBSTITUTE REQUIREMENTS

- ▶ Applicants must have a High School Diploma or GED equivalent.
- ▶ Must be 18 years of age.
- ▶ Must complete a Sterling Montessori Employment Application.
- ▶ Provide a resume and references (3).
- ▶ Must complete a Criminal Background from the North Carolina Department of Health and Human Services and receive a Qualification Letter.
- ▶ Must submit all required pre-employment documentation.
- ▶ Must complete a classroom observation .



HOW TO APPLY

Visit Sterling Montessori Charter School website at www.sterlingmontessori.org

- Click on About
- Click on Employment

- Complete an Employment Application
- Send your **Resume** and **Application** to hr@sterlingmontessori.org



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FREQUENTLY ASKED QUESTIONS

- ❑ What is the pay rate for Substitute Teachers?

Our current pay rate is \$16 per hour for non-licensed substitutes and \$17 per hour for licensed substitutes (with documentation).

- ❑ Do substitutes receive benefits?

No, substitutes do not qualify for benefits.

- ❑ Do substitute receive any additional training?

Substitutes will complete 2 additional online trainings through the Wright E-Learning.



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HAVE QUESTIONS?

Direct all questions to:

hr@sterlingmontessori.org

We look forward to working with you.
THANK YOU!



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PRE-EMPLOYMENT DOCUMENTATION

<input type="checkbox"/> 2024 W4 Form	<input type="checkbox"/> Child Abuse and Neglect
<input type="checkbox"/> NC 4 Tax Form	<input type="checkbox"/> Shaken Baby Syndrome
<input type="checkbox"/> I-9 Form	<input type="checkbox"/> Shaken Baby Syndrome Signature Page
<input type="checkbox"/> Emergency Contact	<input type="checkbox"/> Criminal Background Check Steps
<input type="checkbox"/> Confidentiality Agreement	<input type="checkbox"/> NCID Instructions CBC Check-DHHS
<input type="checkbox"/> Direct Deposit Enrollment	<input type="checkbox"/> Medical Onboarding Information
<input type="checkbox"/> Approved Fingerprint Agencies	

