

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.



**STERLING**  
**MONTESSORI**  
EST. 1997

# SUBSTITUTES CAN BE

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



**STERLING**  
**MONTESSORI**  
EST. 1997

# 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](http://www.sterlingmontessori.org)

- Click on About
- Click on Employment
- Complete an [Employment Application](#)
- Send your **Resume** and **Application** to [subs@sterlingmontessori.org](mailto:subs@sterlingmontessori.org)



**STERLING**  
**MONTESSORI**  
EST. 1997

# FREQUENTLY ASKED QUESTIONS

- ❑ What is the pay rates for Substitute Teachers?

Normal Year pay is \$10.00 per hour (possible increase for 2021/22 school year)

**COVID19 school year pay has increased to \$18.00 per hour.**

- ❑ 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.



# HAVE QUESTIONS?

Direct all questions to:

[subs@sterlingmontessori.org](mailto:subs@sterlingmontessori.org)

We look forward to working with you.  
**THANK YOU!**



**STERLING**  
**MONTESSORI**  
EST. 1997

# PRE-EMPLOYMENT DOCUMENTATION

<input type="checkbox"/> <a href="#">2021 W4 Form</a>	<input type="checkbox"/> <a href="#">Child Abuse and Neglect</a>
<input type="checkbox"/> <a href="#">NC 4 Tax Form</a>	<input type="checkbox"/> <a href="#">Shaken Baby Syndrome</a>
<input type="checkbox"/> <a href="#">I-9 Form</a>	<input type="checkbox"/> <a href="#">Shaken Baby Syndrome Signature Page</a>
<input type="checkbox"/> <a href="#">Emergency Contact</a>	<input type="checkbox"/> <a href="#">Criminal Background Check Steps</a>
<input type="checkbox"/> <a href="#">Confidentiality Agreement</a>	<input type="checkbox"/> <a href="#">NCID Instructions CBC Check</a>
<input type="checkbox"/> <a href="#">Direct Deposit Enrollment</a>	<input type="checkbox"/> <a href="#">Medical Onboarding Information</a>
<input type="checkbox"/> <a href="#">Approved Fingerprint Agencies</a>	<input type="checkbox"/> <a href="#">Blank Time Sheet</a>



**STERLING**  
**MONTESSORI**  
EST. 1997