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**FREQUENTLY ASKED QUESTIONS:**

**BCPS SUBSTITUTE TEACHERS AND NURSES**

This document outlines frequently asked questions for Returning and New substitutes.

General Questions

Who is Kelly Education?

Baltimore County Public Schools has partnered with Kelly Education to provide substitute staffing. As a complete education staffing solution, Kelly Education manages the recruiting, screening, scheduling, training, and orientation of qualified substitute teachers and non-instructional staff.

How and where can I reach Kelly Education?

Phone – (443) 992-4210

Email – [TeachBCPSKids@kellyservices.com](mailto:TeachBCPSKids@kellyservices.com)

Website – [www.TeachBCPSKids.com](http://www.TeachBCPSKids.com)

Local Office - 3600 Clipper Mill Rd, Suite 211, Baltimore, MD

What is a substitute teacher?

In the absence of the regular classroom teacher, substitute teachers assume responsibility for implementing the day’s lesson and providing the school with the opportunity to continue a quality educational program.

How can I become a substitute teacher for Baltimore County Public Schools?

***For Returning BCPS Substitute Teachers and Nurses***, Kelly Education can support any applicant that would like to complete the Application and On-boarding virtually (online). They can request a virtual hiring experience by emailing us at [TeachBCPSKids@kellyservices.com](mailto:TeachBCPSKids@kellyservices.com) and indicate the request in the body. They will be contacted by one of our On-boarding Specialists who will assist them.

***New Substitute Educators and Nurses*** interested in substitute teaching within Baltimore County Public Schools must be hired by Kelly Education. Interested candidates must complete the online form located at [www.TeachBCPSKids.com](http://www.TeachBCPSKids.com). A completed and submitted application is required. Copies of transcripts or degrees should be uploaded into the application system.

All applicants must complete a screening interview with Kelly Education. Upon completion of the interview, all applicants will be emailed a link to an online application and necessary steps to access and complete training information, review orientation information and will include instructions on how to schedule their fingerprinting session with AQscan. Kelly will be running all required background screens that meet MD DOE and BCPS requirements. These steps are required to complete the hiring and onboarding for Kelly Education. For nurses there will be a few extra credentialing steps. All necessary steps must be completed in order to substitute.

If I am a returning substitute, why do I have to complete an application?

All new employers are required to collect an application from all employees regardless of prior employment status with BCPS. If you were active and in good standing with BCPS for the 2021-2022 school year, your application will not be denied. Information collected within the application include but are not limited to your legal name, mailing address, tax withholdings, direct deposit information and emergency contacts.

If I am a returning substitute, do I need to resubmit documentation?

All Clearances, Fingerprints and Education Verification will be provided by the BCPS HR team. Returning Substitute Teachers will only be required to complete an application, sign Kelly required employment documents and complete the DHS Eligibility to Work in the U.S. (commonly referred to as the I-9)

What does the term Long Term Substitute mean?

"Long term" means 10 consecutive days or longer in the same assignment without interruption of service. Long term assignments are consistent with the teacher’s schedule and may be 10 consecutive days, or a few days a week for several weeks. When serving in a long-term assignment the substitute is responsible for all the absent teacher’s duties and is considered the teacher of record.

For more information on long term assignments, contact Kelly Education.

\*\* For all Returning Teachers on Long Term assignments for the 22/23 school year, Kelly and BCPS will begin tracking and assigning selected Teachers for the upcoming school year. This process will begin in July and continue throughout the summer and into the school year. If you have knowledge of and have been confirmed by your building Administrator, your assignment will be created in the Smart Find scheduling system in preparation for the upcoming school year.

Can I stay at my school as a Long Term Substitute?

Yes! Long Term assignments are available on an as needed basis throughout the year. The principals select the candidates for these positions. Please speak to the principal at your school of choice if interested in a long-term assignment.

Can I be denied a position if I am a returning substitute?

Kelly will work with BCPS to maintain the same qualification status for all returning substitutes as the prior school year and in accordance with MD Department of Education standards.

What are the qualifications/requirements to substitute teach?

The minimum requirements to work as a Substitute Teacher within Baltimore County Public Schools for Kelly Education are as follows:

For the Degreed Rate of Pay:

A conferred (completed) 4 (four) year bachelor’s degree from an accredited college or university.

For the Non-Degreed Rate of Pay:

A minimum of 48 college credits from an accredited college or university, OR a High School Diploma and proof of a passing score on the Paraprofessional Exam.

Preferred qualifications are as follows:

* Experience working in an instructional or childcare environment
* Credentials aligned with BCPS critical needs areas
* Maryland Teaching Certification.

What are the qualifications/requirements to substitute nurse?

The minimum requirements to work as a Substitute Nurse within Baltimore County Public Schools for Kelly Education are as follows:

* Graduation from an accredited college or university with an associate degree in Nursing.
* Two years of professional nursing experience, or 6 months' experience in a clinical setting.
* Possession of a valid license to practice registered nursing (RN) issued by the Maryland Board of Nursing.
* Possession of a current CPR certification.

How can I determine if my college or university is accredited?

You may use the directory on the [Council for Higher Education Accreditation](http://www.chea.org) website to determine if your college is accredited.

What are the benefits of working for Kelly Education?

Kelly Education provides a full benefits package that includes:

• **Weekly electronic payroll options**: employees have control over how and when they are paid.

• **Ongoing work assignments:** opportunities to substitute are just a few clicks away. Employees can access new work assignments daily.

• **Flexible scheduling:** employees can pick when and how often they want to work.

• **Referral program:** employees who refer friends and family to these great positions are eligible for a $100 referral bonus. There is no limit to the number of referrals you can make.

• **Recognition programs:** Substitute of the Month and Substitute of the Year recognition, monthly raffles, and monetary performance-based rewards.

• **Continued learning opportunities:** Kelly Education substitutes have access to Kelly Learning Center (KLC), our online training portal that includes more than 6,000 self-paced or facilitated career development courses, as well as 55,000 e-books and publications available at no charge for our employees.

**Additional benefits include:**

• Employee discounts

• 401(k) participation / rollover option

• Family and Medical Leave Act (FMLA)

• Toll-free office automation hotline

• Pre-tax parking and transit benefit

• Access2wellnessTM discount prescriptions

• And more

A complete listing of Kelly Benefits and Perks can be found on our Employee Portal at www.mykelly.us

When will I hear from you regarding my application?

A Kelly Education team member will reach out to you within 24-48 business hours after completion of the application.

How can I take the ParaProfessional Assessment?

The ParaPro assessment is administered by ETS. You may find more information about this assessment on the [ETS website](http://www.ets.org/parapro).

How much do you pay substitutes?

As of July 1, 2022, the pay rate for degreed daily teacher substitutes is $20.16 per hour and $26.50 per hour for a long-term assignment. The non-degreed substitute teacher rate is $18.00 per hour and $20.16 per hour for a long-term assignment. The substitute nurse pay rate is $35.67 per hour.

Rates are set by BCPS and subject to change.

When are substitutes paid?

Pay checks are issued every Friday, one week after the close of the pay period, in which the substitute worked. Checks are sent via direct deposit. Substitutes are paid based on the jobs entered in the SmartFind Express substitute system.

Are substitutes paid for their absences?

No. Substitutes will only receive pay for days worked and will not accrue sick and safe leave.

Are substitutes expected to perform other duties?

Yes. Substitute teachers are expected to perform all the duties that were assigned to the absent teacher. This may include cafeteria duty, lunch duty, bus duty and other responsibilities. Schools may also ask substitute teachers to perform other instructional related assignments beyond the absent teacher’s assigned duties.

Do substitute teachers receive a planning period?

Daily substitute teachers do not receive a planning period and may be asked to assist with other duties during the absent teachers scheduled planning period. Substitutes may be asked to assist with bus duty, lunch duty or other teacher activities. Please be flexible as the needs of the school’s change.

What duties can substitutes not perform?

Substitutes should not be asked to perform duties outside of teacher duties. Substitute Teachers should not fill in for other positions including clerical staff, additional support and paraeducators.

What is the maximum length of a workday for substitute teachers?

The maximum length of a workday is 7 hours and 15 minutes which includes a 30-minute duty free, unpaid lunch. Substitute teachers are expected to be in the building 15 minutes before the assignment start time and 15 minutes after the assignment end time. Assignment times may vary depending on the needs of the job.

Do substitutes receive training?

All substitute applicants are required to attend an orientation/training that covers Kelly policies and procedures, as well as classroom management tips. Additional professional development may be available to substitute teachers throughout the year.

How do the schools know that I am available?

A profile is created for all new substitute teachers from the application submitted. Once the substitute registers with SFE, he/she will be available to accept positions. As absences and vacancies are created by teachers or school personnel, the SFE automated system calls substitutes whose profile matches the needs indicated. Once hired by the Kelly Education, you can visit schools that you are interested in working for to inform the administrative office that you are available and request to be placed on the school’s priority list.

Who do I contact about jobs?

Kelly Education staff are able to assist you with job placement. To reach our BCPS dedicated staff, call (443)992-4210 or email [TeachBCPSKids@kellyservices.com](mailto:TeachBCPSKids@kellyservices.com)

Who will contact me about jobs?

SmartFind Express is our automated calling system. SFE will contact you when your profile matches the needs of an assignment.

Also, Kelly Education staff and schools may contact you to pre-arrange assignments. Substitutes are encouraged to log in and use the internet version of SFE to schedule jobs up to 90 days in advance.

Can jobs be accepted on the same day if they have already begun?

If the school day has already begun and you accept a job for that same day, you must first call the school to verify they still want a Substitute to report for the day. If you go to the school without calling and they do not need a Substitute, you will not be paid.

What is the procedure for job cancellation?

Please note that job cancellations may occur due to the size of our system and needs of the schools. As a general rule, job cancellations will not result in payment to daily substitute teachers or substitute nurses. Substitute teachers/nurses that cancel an assignment on the same day, or the day before, need to contact the school directly. Please notify the school as early as possible prior to the start of the assignment. Substitutes who cancel a same day assignment are not eligible to accept another assignment for that day.

Are substitutes paid if a job is canceled by the school?

If an assignment is cancelled by the school prior to the start of the assignment, the school will try to find a related instructional assignment in the building. If the school does not have an assignment available and you are unable to find another comparable assignment using the SFE system, you may contact Kelly Education via email or phone to determine if you will be compensated for ¼ of pay*.*

How can degree status be updated to receive the degreed rate of pay?

Please make Kelly Education aware of your change in education status by sending updated copies of transcripts or degrees via email. Your pay rate will be adjusted from the date the degree is received and will not be backdated.

Will day to day substitutes be eligible for Holiday Pay? (\*Exceptions apply, see below)

Given that schools are often closed on US Holidays, Holiday pay isn’t offered to Kelly Education Day to Day Substitute Educators. For a complete listing of Kelly Education benefits and Perks, please visit [Benefits (mykelly.us)](https://www.mykelly.us/us-mykelly/perks/)

\****BCPS RETURNING AND NEW LONG TERM SUBSTITUTE TEACHER FAQ***

Holiday/Inclement Weather/Professional Development Days Policy

Are long-term substitute teachers paid for Holidays?

Yes, long-term substitute teachers will receive pay for all holidays recognized by the Baltimore County Board of Education. The following holidays are recognized by the Board of Education of Baltimore County:

* Independence Day
* Labor Day
* Thanksgiving Day
* Day following Thanksgiving
* Christmas Eve
* Christmas Day
* New Year’s Eve
* New Year’s Day
* MLK Jr’s Birthday
* Good Friday
* Easter Monday
* Memorial Days
* Election Days

Should long-term substitute teachers report to work on professional study days?

Unless directed by the principal not to report, long term substitute teachers should report for work on professional study days.

Are long-term substitutes paid for snow days?

Although Long Term Substitutes are not to report to work when schools are closed due to emergency conditions or Inclement weather, Long Term Substitutes will be paid when schools close due to emergency conditions or inclement weather. In case of a delayed opening or am early dismissal, long term substitutes teachers need to adjust their schedule accordingly.

How do I reach Kelly Education if I have any questions about my Long-Term assignment?

Phone – (443) 992-4210 Option 2

Email – [TeachBCPSKids@kellyservices.com](mailto:TeachBCPSKids@kellyservices.com)

Website – [www.TeachBCPSKids.com](http://www.teachbcpskids.com/)

Local Office - 3600 Clipper Mill Rd, Suite 211, Baltimore, MD