

## How to apply for substitute positions with Memphis City Schools

Many applicants and Teacher Candidate Pool members who do not secure a full-time position with Memphis City Schools but want to gain valuable teaching experience are encouraged to pursue substitute opportunities with our district.

The substitute teacher posting is available on the [MCS Human Resources Job Board](#) three times a year: June, November and March. Substitute applicants must hold a bachelor's degree from an accredited four-year college or university and have a minimum 2.5 cumulative GPA. The daily pay rate for substitute teachers is \$96.12.

To apply for a substitute position:

1. Go to the [Memphis City Schools Job Board](#) and review the substitute teacher job description by clicking the **View** link to the right of the posting. Please write down the posting number as you will enter this information into your application where appropriate.
2. Click the link that reads **Click here to login and apply** at the bottom of the Job Board page to go to the SearchSoft application login page.
3. Click the **Create New Account** button at the bottom of the page to create a SearchSoft application account. Remember to write down your login details and bookmark the login page for future reference.
4. Enter all required information, and be sure to click the **Save and Next** button at the bottom of the page to save your information. After completion, your application can be updated at any time.
5. Click the **Jobs** tab at the top of the page to view the available job postings, then click the **View/Apply** link next to the position.
6. Click the **Apply for this job** button at the top of the page to apply to the position.

After applying to the position, your application will be screened and you will receive correspondence from the Office of Substitute Services regarding one-on-one interviews, on-boarding (background review and orientation), and placement.

The following documents must be submitted the Office of Substitute Services prior to on-boarding and placement:

- an official, degree-conferred transcript from each college or university where you received a degree
- a photocopy of your active Tennessee teaching license (if applicable)

For assistance with the substitute application process, please contact the Substitute Help Desk at 416-5304. When prompted, choose option 1 for the Employee Service Center, then option 4 for the Substitute Help Desk.

**\*Candidates who attended a college or university outside of the United States must have their transcript(s) evaluated by a credential evaluation service such as World Evaluation Service or Josef Silny, Inc.**