

## How to Request and Hire a Long Term Sub

- Access the LTS Request Form on Form Finder.
- Complete and submit the form. Dates may be approximate. If you know who you want to interview, list the name(s) in the space provided. If you already know who you want to hire, indicate that in the additional information field. You should also include any information about schedules or subjects that will help us recruit the right person for the job. *Be sure to indicate if the job is part time (and the hours)*. Indicate the dates and time for the interviews.
- Submit the form electronically.
- Your request is sent directly to the Personnel Officers for processing. They will set up your interviews using Frontline whenever possible. (Some of our subs may have been with FCPS before 2013, and will not have an application in Frontline) Interviews will be set up and you will be contacted with the dates, times and candidates interviewing.
- **Below is a contact list for the specific content areas for long term substitute positions:**

Elementary, Special Education and ELL - Robert Bruno - [robert.bruno@fcps.org](mailto:robert.bruno@fcps.org), 301-644-5090

Math, English/Language Arts, Social Studies, Science, Business Education, Technology Education, Family and Consumer Science, World Languages – Megan Quinn, [meganl.kelly@fcps.org](mailto:meganl.kelly@fcps.org) , 301-644-5099

Art, Music, Physical Education, School Counseling, School Support, Media Specialist, Literacy/Reading Specialists- Anne Paxton at [anne.paxton@fcps.org](mailto:anne.paxton@fcps.org), 301-644-5083.

- Interview your candidates and make your selection. Complete reference checks (if necessary) and forward to HR. Enter interview results in Frontline for all applicants.
- Contact the Personnel Officer responsible for the content area with the candidate selected.
- The Personnel Officer will offer the position and hire your long term sub.
- *PLEASE NOTE: If the long term sub is new to the system, they will need to be fingerprinted and hired and their background check will need to be complete before they can start.*
- Kristin Dale (301-696-6934) will process the paperwork for your Long Term Sub hire.

If you need help or updates at any point in the process, do not hesitate to call. We are happy to offer assistance.