

Substitutes – Teachers and Instructional Assistants

Welcome to Fort Belvoir Elementary Schools!

Fort Belvoir Elementary Schools (Primary and Upper) are part of the Fairfax County Public Schools and its Substitute system, the FCPS Instructional Talent Gateway.

We are excited that you are choosing us and becoming part of the school system in supporting our students as a substitute, our Guest Teachers and Guest Instructional Assistants.

[<http://careers.fcps.edu/gataeway.htm?g=inst>] for our new applicants.

You are able to apply online through this link and much of the application process is conducted in ONLINE.

You will need to have:

- Resume
- Transcript –
 - **Teacher Application** - a copy of your official undergraduate **college transcript*** that shows **60 or more** credits hours (grade reports, graduate transcripts, or college diplomas are not accepted).
 - **Instructional Assistant Application** – a copy of your **high school diploma***.
 - NOTE: If your high school diploma or college transcript was issued outside of the U.S., an evaluation is required. Additional information can be found on the Virginia Department of Education site at http://www.doe.virginia.gov/teaching/licensure/graduates_foreign_institutions.pdf
- If you are a first-time applicant for a substitute position with Fairfax County Public Schools, you are required to complete the Teacher Insight online interview. You should have an access code sent to you via your email within two business days once you submit your completed application. The interview takes approximately 40 minutes, needs to be completed in one session, and can be accessed 24/7.
- Recommendation Letters (2) – must be written within 12 months and hand signed.
 - First letter is from a current employer, if applicable, otherwise from a previous employer is acceptable.
 - Second letter can be a character reference; however, may not be from a family member.
- After completing the application process and the online interview, you can call the Office of Substitute Employment at 571-423-3030 and choose Option #8 for further instructions.

To apply online, you will need to enter the FCPS Talent Gateway:

[Talent Gateway](#)

<https://www.fcps.edu/careers/career-opportunities/substitute-teaching-opportunities>

Enter the word “substitutes”:

Search instructional opportunities

Search job opportunities that match your interests

substitutes X

Search

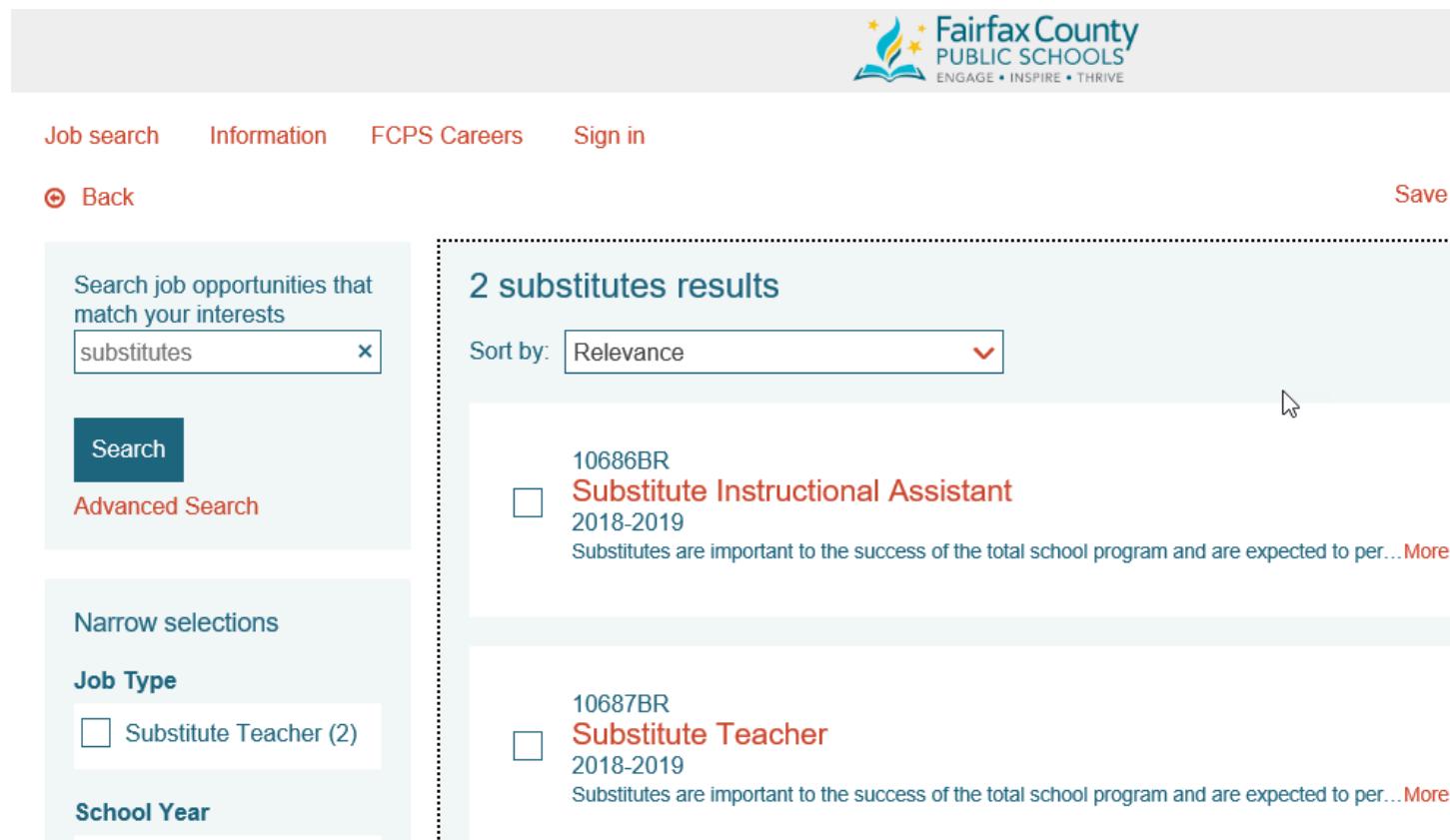
[Advanced Search](#)

Within the employment gateway, you will need to choose the position of Substitute Teacher and/or Substitute Instructional Assistant:

[Substitute Teacher, 10687BR](#)

[Substitute Instructional Assistant, 10686BR](#)

You will see the following:



Job search Information FCPS Careers Sign in

Back Save

Search job opportunities that match your interests
substitutes X

Search Advanced Search

Narrow selections

Job Type

Substitute Teacher (2)

School Year

2 substitutes results

Sort by: Relevance

10686BR **Substitute Instructional Assistant**
2018-2019
Substitutes are important to the success of the total school program and are expected to per... [More](#)

10687BR **Substitute Teacher**
2018-2019
Substitutes are important to the success of the total school program and are expected to per... [More](#)

You may begin your application at this point.

Do you have questions? Do you need assistance in completing the process prior to this date?

Please call HR or feel free to give me a call at 571-982-1309.