

# How to Become a Substitute with the Huntsville City Schools

*\*For information about substitute pay, please see the compensation plan section below.*

Instructions for Applying to be a Substitute Teacher for Huntsville City Schools (HCS):

Before applying, you should gather the following information/documents:

- High school/college transcripts (as applicable)
- Teaching certificate (if available)
- References will be requested as part of the application process
- Optional: Resume

**Note:** You do NOT need to obtain your Alabama Substitute License or background check before applying. If selected to substitute at Huntsville City Schools, you will be required to obtain these prior to beginning substitute teaching.

- Once you have all of the required documentation, proceed to the [TeachinAlabama Website](#)
- On the right-hand side, click "Teaching in Alabama/Teacher Certification" (top blue rectangle on the right).
- Click on "Click Here" for access to Teaching in Alabama website under yellow bar.
- On the next screen, click in the box that says "Employment" on the upper right-hand side and follow the directions from there, clicking on the blue oval "Teach in Alabama" and then Applicants apply online.
- Click on continue button.
- Sign In page, scroll down to the bottom and click on "Create New Account". Teaching positions are listed as CERTIFIED, and Support positions are listed as CLASSIFIED. For Substitute Teacher positions, select "Classified." DO NOT click the Certified Substitute Box.

Once you complete your application, you may go to the Jobs tab as follows:

- Follow the previous directions and either: Sign in on the applicant side in window and click on the "Job" tab OR click on the type of job under "View Available Jobs".
- Click on "Search by District".
- Click on School Board District 8 (near the bottom of the list)
- Click on Huntsville City. Jobs will be listed on this next screen.
- Locate the Substitute advertisement.
- Click on "Click Here to Login and Apply".
- Follow directions as applicable