

Substitute Employment Process

Columbus ISD will make every effort to employ the most qualified substitute teachers available. Substitute teachers are identified through the following process:

Recruiting

- Certified teachers who have requested employment and live in reasonable proximity to the district will be contacted.
- Local newspapers and other media will publicize additional needs.
- Prior year substitutes will be contacted each summer for confirmation.

Certification

- Texas Education Agency guidelines require that school's use the most qualified persons available each day that substitutes are required.

Benefits

- Provides employment on a part-time basis
- Offers opportunity to explore teaching as a career
- A per diem payment of:

If substituting for a **Teacher or Paraprofessional** the following rate applies:

	<u>Half-Day</u>	<u>Full-Day</u>
Substitute - No Degree	\$30.00	\$60.00
Substitute - College Degree	\$35.00	\$70.00
Substitute – Certified Teacher	\$45.00	\$85.00

****For Certified Teachers Only:** If a Substitute is a Certified Teacher and will be substituting for a Certified Teacher in the same assignment for more than 5 consecutive days, the certified substitute will receive \$100.00 per day starting on the 6th day. (Example: Certified Teacher is out on medical leave for six weeks – the first 5 days are paid at the regular rate of \$85.00. Then on the 6th day forward, the pay will increase to \$100.00 per day.)

If substituting for Teacher or Paraprofessional for more than 5 consecutive days, the substitute will receive an additional \$5.00 per day. (Example: Teacher/Paraprofessional is out on medical leave for six weeks – first 5 days is paid at regular rate, beginning with the 6th day forward, substitute pay will increase by \$5.00 per day.)

If substituting for a **Special Needs Teacher or Paraprofessional (e.g. Life Skills Classroom / PIC-PAC classroom)**, the substitute will receive an additional \$5.00 per day.

Note: Half-day is for work up to 4 hours.

Full-day is for work from 4 ½ hours to 8 hours.