

**SUBSTITUTE TEACHERS****DPB-R****Requirements Prior to Substituting**

1. Background check and fingerprinting completed
2. Substitute training completed
3. Minimum age of 18 with high school diploma or GED; age 18 to 20 may substitute only at elementary campuses and be concurrently enrolled in a college or university.

**Substitute Teacher Pay Rates**

1. Hours worked will be actual time from time-in to time-out not including duty free lunch, duty free conference or times when the substitute is not on campus.
2. For non-certified substitutes the rate is \$11.00 per hour.
3. For substitutes who hold a valid Texas teaching certificate, the rate is \$13.00 per hour.
4. Regular certified teachers who substitute during their conference period shall be paid \$15.00
5. Solely for the purpose of complying with TRS regulations, the maximum daily rate for a substitute teacher is \$104. However, all substitutes, including TRS retirees, will be the appropriate hourly rate as listed above for the number of hours worked.

**Long Term Substitution by a Substitute Who Holds a Valid Texas Teaching Certificate**

If a substitute is hired to fill a position for a teacher who is on approved leave of absence for a period of over 20 days, the substitute will be paid at the rate of \$20.00/hour. This rate of pay is effective from the first day of substitution for the absent teacher if it is known, prior to the absence that the absence will extend beyond 20 days. Otherwise, the substitute will be paid \$13.00 per hour until it becomes known that the absence will extend beyond 20 days. At that point, and not later than the 21st day, the pay rate will increase to the higher rate of pay. The substitute must be teaching for the same teacher, teaching the same classes and doing all the planning, preparation, grading and all other required work. A substitute who does not hold a valid Texas teaching certificate does not qualify for these higher rates of pay.

**USE OF EMPLOYEES AS TEMPORARY SUBSTITUTES**

An employee, as listed below, may be used as a substitute in the campus office or for a teacher provided the total time out of their primary assignment does not exceed two (2) hours. In addition, the following list represents the order in which other personnel will be utilized to fill positions. The campus principal has the authority to adjust the sequence as needed.

1. Permanent substitute
2. Other substitutes on campus
3. Copy Clerk
4. ISS assistant
5. Teachers on conference
6. Office personnel
7. Kindergarten assistant/Special Education assistant/Bilingual-ESL assistant – on a rotating basis

**SECURING SUBSTITUTES FOR TEACHER ASSISTANTS/OFFICE PERSONNEL**

- A. substitute may be secured for critical office personnel or teacher assistant absences provided a need exists as determined by the principal or supervisor. These substitutes shall be paid at the same rate as substitutes who are working in place of a teacher.