

PERSONNEL POSITIONS  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB  
(REGULATION)

SUBSTITUTE  
TEACHER PAY

In accordance with the Board-adopted compensation plan, the daily pay scale for substitute teachers is as follows:

Day-to-Day Teacher Substitutes:

1. Individual with a bachelor's, or master's degree: \$85 per day.
2. Individual who has an GED, high school diploma, or some college, or associate's degree or 60+ College Semester Hours - \$71
3. Individual who has a GED, high school diploma, or some college: 0-59 College Semester Hours - \$58 per day

Long-term Teacher Substitutes: More than 5 consecutive days

1. Teacher or individual with a degree on a long-term assignment: \$95 per day on the 6<sup>th</sup> day
2. Teacher or individual with a degree and Texas Certified but not in area assigned: \$110 per day on the 6<sup>th</sup> day
3. Teacher or individual with a degree and Texas Certified in the area: \$175 per day on the 6<sup>th</sup> day

Substitute teachers may be employed for all or part of a day; substitutes employed for less than a full day will be paid according to the pay scale developed by the Superintendent or designee.

ASSIGNMENT OF  
SUBSTITUTE  
TEACHERS

The following procedures will be followed for contacting and assigning substitute teachers:

1. Substitute teachers will be contacted by the District's electronic notification system or by the campus office.
2. Principals are responsible for notifying the Leave of Absence Secretary in the HR Department when an employee has been absent for 6 consecutive days.

SUBSTITUTE  
TEACHER DUTIES

In the performance of his or her duties, a substitute teacher is expected to:

1. Have the same responsibilities and workday schedules as the regular teacher for which he or she is substituting;
2. Attend staff meetings unless excused by the principal;
3. Follow the lesson plan prepared by the regular teacher or comply with other instructions from the principal;

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4. Upon completing an assignment, prepare a statement of the work accomplished in each subject or class;
5. Maintain the housekeeping arrangements of the regular teacher;
6. Contact the principal in the case of a serious behavior problem or a violation of the Student Code of Conduct; and
7. Complete routine reports required by the office, including:
  - a. Attendance reports; and
  - b. Student progress reports and reports of violations of the Student Code of Conduct, after conferring with the principal.

SUBSTITUTES FOR  
AUXILIARY  
PERSONNEL

The campus principal or department supervisor will arrange for a substitute from the approved list when the position is vital to the operation of the campus or department per guidelines set forth in the Budget Manual.