



Devine Independent School District Board of Trustees Agenda Document

Meeting Date: September 21, 2026

Agenda Item: Administrative Substitute Pay

Background Information:

The district periodically requires qualified individuals to serve in administrative roles when an administrator is absent or when temporary administrative coverage is necessary. These assignments carry responsibilities beyond those of a traditional substitute teaching assignment, including campus supervision, student discipline, staff support, parent communication, operational decision-making, and other duties associated with the administrative position.

Establishing a separate substitute pay rate for administrative staff will provide a consistent and equitable method for compensating employees who assume temporary administrative responsibilities. The proposed rate will recognize the increased level of responsibility associated with these assignments while maintaining a clear distinction between regular substitute assignments and temporary administrative coverage.

Administrative Consideration:

Establishing a designated substitute administrative pay rate will provide the district with a consistent process for compensating individuals who temporarily assume administrative responsibilities. A specific rate will also allow the district to more effectively recruit and retain qualified employees who are willing to provide administrative coverage when needed.

This change is intended to strengthen the district's ability to maintain continuity of campus and district operations during administrative absences while supporting the district's goal of remaining competitive in the local substitute and employee market.

Budgetary Consideration:

See attached charts.

Supporting Documents:

None

Recommendation:

It is recommended that the Board approve the attached pay rate for administrative substitutes.

Respectfully Submitted by:

Dawn Schneider
Director of HR and Info Mgmt

Approved by:

Dr. Todd Grandjean
Superintendent of Schools