



# WEST ORANGE – COVE CISD

505 N. 15<sup>th</sup> St., P.O. Box 1107

Orange, Texas 77631

Phone: 409.882.5610 Fax: 409.882.5470

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## SUBSTITUTE PAY SCHEDULE AND QUALIFICATIONS 2013-2014

(Revised –Board 11/18/13)

### TEACHER SUBSTITUTES

- 24 hours of college credit \$60/day
- Bachelor's or Master's Degree/Texas Teaching Certificate & substituting in area which substitute is not certified \$75/day
- Bachelor or Master's Degree/Texas Teaching Certificate & substituting in area which substitute holds certification (To be determined by the Human Resources Department)
  - \$200 per day with less than 15 years of experience
  - \$230 per day with 15 or more years of experience

Long term assignment\*\*\* = 20 consecutive **full school** days in the same **classroom** assignment. On 21<sup>st</sup> day pay increases **and is retroactive to beginning of assignment** as follows:

#### Non-certified Long Term Assignment

- 24 hours of college credit- \$75/day
- Bachelor or Master's Degree \$85/day

### NURSE SUBSTITUTES

- 24 hours of college credit \$60/day
- LVN license \$75/day

Long term assignment\*\*\* = 20 consecutive days in the same assignment. On 21<sup>st</sup> day pay increases as follows:

- 24 hours \$85.00



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- LVN license
- RN license

75% of Local PG 5 minimum-  
Clerical/Paraprofessional

75% of Local PG 1 minimum-  
Administrative/Professional

### **ORIENTATION REQUIREMENTS:**

MANDATORY ORIENTATION PRIOR TO SUBSTITUTING (\*some requirements may be waived for experienced Texas certified teachers)

**Instructional emphasis on curriculum, lesson plans, Effective Teaching Model, classroom management techniques, requirements of substitutes, etc. personnel issues, review of Substitute Handbook, district procedures, three hours of campus orientation and classroom observations – 30 minute observation periods at a variety of grade levels.**

### **PARAPROFESSIONAL SUBSTITUTES**

Instructional Aides, Clerical  
\$60/day - \$7.50/hr

### **AUXILLARY SUBSTITUTES**

Food service, custodian, Maintenance  
Minimum of pay grade for assignment

### **ORIENTATION REQUIREMENTS: 1 HOUR MANDATORY ORIENTATION PRIOR TO WORKING AS SUBSTITUTE. Employment documents, review of Substitute Handbook, district procedures.**

All observation documentation, transcripts, service records, and certificates must be received by the **Human Resource Office prior to beginning work as a substitute.**