



# 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 7/27/09)

### 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 days in the same assignment. On 21<sup>st</sup> day pay increases 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
- LVN license 75% of Local PG 5 **minimum-Clerical/Paraprofessional**



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- RN license & 4-yr degree  
minimum-

75% of Local PG 1

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**

**3/hrs 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.**