

PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(LOCAL)

SUBSTITUTE
TEACHERS AND
NURSES

At the beginning of each school year, the Superintendent or designee, in cooperation with principals, shall compile a list of qualified substitute teachers and nurses available for the school year. This list shall be approved by the Superintendent and Board and distributed to all principals. The list shall indicate each individual's qualifications. Principals shall request and receive specific authorization from the Superintendent or designee before employing any substitute not on the approved list.

APPLICATION

Persons wishing to substitute teach or to be a substitute nurse in the District shall make application through usual channels. [See DC]

Approved substitutes shall have on file in the District:

1. The District's application form.
2. A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas certificates.
3. Income tax withholding form.
4. I-9 form.

QUALIFICATIONS

The District shall attempt to hire certified teachers and licensed nurses as substitutes whenever possible; however, no person shall be employed as a teacher or nurse substitute who has not earned at least 24 college hours from an institute of higher learning.

Substitutes shall also complete six hours of mandatory orientation prior to substituting that includes:

1. Two hours of instructional emphasis on curriculum, lesson plans, effective teaching models, TEKS, TAKS, expectations of students, classroom management techniques, and the like.
2. One hour of personnel issues, review of the substitute handbook, and District procedures.
3. Three hours of campus orientation and classroom observations—30-minute observation blocks on varied grade levels (documentation forms shall be provided for verification of observations).

SELECTION

Principals shall give first consideration to the most qualified teachers and nurses on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.

PAY

The rates for substitute pay shall be set by the Board and recorded in Board minutes.

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CONTINUOUS EMPLOYMENT	<p>A substitute teacher whose continuous employment as a substitute for an individual teacher exceeds 20 days shall be paid according to qualifications: college hours – a degree and/or teacher certification.</p> <p>Pay schedule for teacher long-term assignment: 24 college hours - \$75/day; bachelor's or master's degree - \$85/day; teaching certificate – 75 percent of local pay grade 7 salary schedule step by experience.</p> <p>A licensed nurse substitute continuously employed for the same nurse for more than 20 days shall be paid on the following schedule: 24 college hours – \$60/day; LVN/RN license - \$75/day; and RN degree – 75 percent of pay grade 7.</p> <p>The long-term substitute assignment rate (after 20 days of continuous service) shall be retroactive to the first day of service in that assignment.</p>
EMPLOYING PART- TIME PERSONNEL	<p>Personnel who must be employed for a period of time because of increased student need, a special assignment, or a special project shall be employed as part-time employees. Employees for these positions shall be selected from the appropriate approved substitute list.</p> <p>Part-time persons hired for an assignment as a paraprofessional or hourly worker shall be paid at Step 0 of the appropriate pay grade for which they are hired.</p> <p>Part-time persons who are degreed but do not have valid Texas teacher certificates and are hired for assignments as teachers shall be paid \$85 per day.</p> <p>The above procedure shall apply for all part-time positions, regardless of funding source. Persons funded from other sources may receive less than, equal to, but not more than locally funded personnel.</p> <p>Personnel actions shall be initiated for all part-time positions and time sheets shall be completed each pay period to record the actual number of days worked. Pay dates shall be the same as substitutes.</p>
PERFORMANCE RESPONSIBILITIES	<p>A substitute or part-time teacher or nurse shall be subject to all duties of a regular classroom teacher or nurse.</p>