

Substitute Teaching

TO APPLY FOR SUBSTITUTE TEACHER you will need to pick up a SUBSTITUTE TEACHING APPLICATION PACKET at the Administration Office of Bushland ISD.

SUBSTITUTE TEACHING

The substitute teacher plays an important role in helping the district maintain instructional flow and student behavior in the absence of the regular classroom teacher. The services you will provide help carry out our instructional program.

Your job will be a challenge requiring dedication, flexibility and knowledge.

As a Bushland ISD substitute teacher, you are expected to exemplify the high ethical standards expected of all regular district personnel. Your continued success as a substitute is based on positive relationships with students, parents, teachers and other school district personnel.

TRAINING

All substitutes for Bushland ISD must undergo mandatory training. At various times through the year training will be provided online. When it is not online, you may schedule a training with Angie Watson, Director of Instruction and Curriculum.

FINGERPRINTING

In addition, the State of Texas requires that all substitute teachers be fingerprinted. To comply with this law, Bushland ISD will have you complete paperwork to authorize a criminal background check and fingerprinting. The cost of the fingerprinting (approximately \$45) is paid by you, the substitute. You will need to provide our office with proof you have been fingerprinted before you can be placed on the sub list.

AESOP

Substitute teaching assignments are filled via an automated system called AESOP. You may access the automated system to hear about available jobs and to review or cancel an assignment. Upon your approval by the district as a substitute, you will receive an AESOP ID and Pin # and can access the system.

RETIRED TEACHERS, DEGREED SUBSTITUTES, CERTIFIED SUBSTITUTES

If you have retired from teaching, have a Bachelor's Degree or are a certified teacher wanting to substitute, you will need to provide us with a copy of your transcript and certification, in order to be paid as a /degreed or certified substitute.

COMPENSATION

Substitute teachers are paid through mandatory direct deposit on the regular monthly payroll. Deductions will be made for all federal taxes as well as the **457 FICA Alternative plan (REQUIRED, UNLESS YOU ARE ALREADY RETIRED AND DRAWING TRS OR SOCIAL SECURITY)**. Substitute teachers are not considered regular employees, therefore are not eligible to receive benefits including life or health insurance.

Compensation for Substitute Teachers (EFFECTIVE NOVEMBER 1, 2014)

Non-Degreed Degreed (at least a Bachelor's)

\$60/Day \$65/Day

An extra \$10 will be paid to substitutes who work ALL DAY on a Friday.

Compensation for Long-Term Subs (subbing long-term for the same teacher for consecutive days)

<u>Non-Degreed</u>	<u>Degreed</u>	
\$60/day	\$65/day	for first 15 days
\$75/day	\$95/day	for days 16-30
\$95/day	\$135/day	for days 31+

TERMINATION

A substitute may be removed from the approved list or facility by the Superintendent or designee, without notification or justification to the substitute.