

Substitute Teacher Policy

All applicants must undergo and clear a background check prior to working. Esperanza Elementary School agrees to reimburse applicants who are hired the cost of the background check.

Applicant must have a high school diploma or GED equivalent. Preference is given to applicants with 2 years of college credit.

We ask that substitute teachers work a minimum of three days a month to remain active as a substitute teacher in our system.

Full Day – Substitutes are paid a full day if they stay for the entire day, based on a 8-hour work day. If a substitute stays for less than a full day, they receive additional hourly pay rate for the time after the 8 hours. Rate for a full day is \$120. Half day is compensated at \$60 for 4 hours. After 4 hours, hourly rate is \$15/hr.

Substitutes with a bachelor degree are compensated at \$140/day, \$70/half day, and \$17.50/hr. Substitutes with a teaching license are compensated at \$160/day, \$80/half day, or \$20/hr.

Substitute teachers report to the administrative assistant.