

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

SUBSTITUTE PAY

Code: GCBC-R

Definition of Substitute

A substitute is a person who either teaches a school class or acts as a paraeducator, secretary, custodian, nutrition assistant, bus driver, or nurse when the regular employee is unavailable; e.g., because of illness, personal leave, or other reasons.

- Substitute teachers are not the teacher of record.
- To assure the proper category and pay rate, a substitute is required to provide any supporting documentation associated with the position: i.e., college transcripts, teaching certificates, etc.

It is the policy of Park County School District No. 6 to employ substitute educators who will meet the minimum qualifications outlined by Wyoming Department of Education.

Qualifications

No person will be placed on the qualified substitute list unless that person has graduated from high school and meets the following additional minimal requirements:

Qualified Substitutes are selected upon receipt of clearance from fingerprint background checks and verification of educator's certificate (if applicable).

To be eligible to become a substitute, the applicant must have the following:

- Para Educator/Secretary/Custodian/Nutrition Assistant/Bus Driver – High School Diploma or GED equivalency, fingerprint background check.
- Teacher – Valid Substitute Teaching license from Professional Teacher Standards Board.
- Certified/Retired Teacher – Valid Wyoming Teacher Certificate
- Certified Specialists – Valid license in field of expertise related to position.

Work Availability

All substitutes are only allowed to work starting on the first day of school. Substitutes are not allowed to assist with the preparation of items such as lesson plans, administrative tasks, etc.

Compensation

The Superintendent has set the Substitute salary schedule as shown below based on the criteria that all classified substitutes are paid on step 1 of the classified salary schedule and certified substitutes are paid based on the below listed daily rate.

Substitutes are paid monthly (the last working day of the month). Substitutes are required to submit timesheets by the 10th day of every month to the secretary of the school where they last worked. Timesheets may be obtained from the school Secretaries.

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SUBSTITUTE PAY SCALE	
CLASSIFIED INDIVIDUAL DAY ASSIGNMENT	
SUBSTITUTE CATEGORY	AMOUNT PER HOUR
Crossing Guard	Step 1 - \$12.00
School Nutrition Assistant,	Step 1 - \$12.50
Para Educator, School Nutrition Driver	Step 1 - \$13.00
Teacher Assistant (severe needs only); District Accountant Assistant - Receptionist; Secretary	Step 1 - \$13.50
Custodian	Step 1 - \$14.00
Head Custodian	Step 1 - \$15.00
Bus Driver	Step 1 - \$15.50
Business Office Accounting	Step 1 - \$16.50
Activity Bus Driver	Step 1 - \$16.50

CERTIFIED INDIVIDUAL DAY ASSIGNMENT	
SUBSTITUTE CATEGORY	AMOUNT PER DAY
Teacher	\$100.00
Nurse	\$240.00

CERTIFIED CONTINUOUS DAY ASSIGNMENT	
DAYS IN POSITION	AMOUNT PER DAY
Continuous 1-10 days	\$100.00
Continuous 11+ days	\$251.00
<i>Continuous means the substitute works at the same school, in the same classroom with no absences.</i>	

Adopted: 7/17/2018