

ANTHONY INDEPENDENT SCHOOL DISTRICT

DISTRICT ACCOUNTING BULLETIN #42: SUBSTITUTES

42.0 PURPOSE

Develop, implement and maintain a process which assures that Anthony ISD has access to and hires qualified substitute teachers.

42.1 SUBSTITUTE TEACHER CATEGORIES

Generally, substitutes are selected according to the following categories (listed in order of priority):

1. Degreed and certified
2. Degreed
3. Non-degreed with 48 college hours
4. Non-degreed with less than 48 and more than 20 college hours or ParaPro Certificate
5. High School Diploma with 12 plus college hours

42.2 APPLICANTS

Interested applicants shall complete the following application process:

1. Submit the completed Teacher Application (Degreed and certified or Degreed) or the Non-Teaching Application (Non-Degreed and High School Diploma) to the Anthony Independent School District's (AISD) Human Resources Department located at 840 Sixth Street, Anthony Texas (Office Hours from 8:00 a.m. to 4:45 p.m.). The application can be obtained from AISD's Human Resources Specialist at the aforementioned address or from AISD's website at: <http://www.anthonysd.net/departments/hr/employment.html> .
2. Required documents include, but are not limited to, copies of:
 - a) Official Transcript
 - b) Teaching Certificate
 - c) High School Diploma
 - d) Special Qualifications
 - e) Three letters of Recommendation
 - f) Signed authorization for Background Check
 - g) Copy of your Social Security Card and Driver's License.

42.3 DEVELOPMENT & MAINTENANCE OF SUBSTITUTE LIST

1. The H.R. Department will develop a Substitute Listing that illustrates interested applicants who have successfully completed the application process. The H.R. Substitute Listing includes but is not limited to name, phone number and Substitute Teacher Category.
2. The Human Resource Specialist will update the Substitute Teacher List as applicants clear the H.R. process or as individuals ask to be removed from the list.
3. Copies of the Substitute List are available upon request (at Central Office, from the Human Resource Specialist).

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42.4 CALLING IN FOR A SUBSTITUTE

1. Employees are responsible for calling in their personal absences prior to the day of the actual absence. Last minute emergencies or illnesses should be reported prior to 7:00 A.M. to the H.R. Specialist (915.549-4084).
2. A copy of the Travel Request, for absences due to training, will be provided to the H.R. Specialist for scheduling purposes.
3. The principal will notify the H.R. Specialist of subs required because of local (in City) training such as that provided at Region 19.
4. Please refer to AISD's Substitute Calling Protocol Schedule for specific steps that employees must follow when calling in for a substitute.
5. The H.R. Specialist will ensure that the most qualified applicant (in respect to substitute teacher category priority) is hired.

42.5 SUBSTITUTE TEACHER PAY RATES

Rate of pay for substitute Teachers is as follows:

Category	Full Day	Half day	Long Term*
Degreed and Certified	\$70	\$35.00	\$75.00
Degreed	\$65	\$32.50	\$70.00
Non-degreed w/48 plus college hours	\$55	\$27.50	
Non-degreed with less than 48 but more than 20 college hours or ParaPro Certificate	\$52.50	\$26.25	
High School Diploma with 12 plus college hours	\$50.00	\$25.00	

A long term substitute is defined as a substitute working more than 10 consecutive full days. In these cases, the principal is required to notify H.R. of the need for a long-term substitute. The principal has the option of obtaining a Degreed and Certified or a Degreed substitute for said long-term position. A long term substitute will be paid an extra \$5.00 per day starting on the 11th day.

Employee benefits are not available to substitutes.

42.6 SUBSTITUTE INSTRUCTIONAL AIDE PAY RATES

Rate of pay for substitute Instructional Aides is as follows:

Category	Full Day	Half day	Long Term*
Non-degreed w/48 plus college hours	\$55	\$27.50	
Non-degreed with less than 48 but more than 20 college hours or ParaPro Certificate	\$52.50	\$26.25	
High School Diploma with 12 plus college hours	\$50.00	\$25.00	

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Employee benefits are not available to substitutes.

42.7 EXPECTATIONS

1. Start time, for a full day substitute, is at 7:30 A.M. and end time is 4:00 P.M. (with a 30 minute uninterrupted lunch period). Half day substitute is for four (4) uninterrupted work hours.
2. A substitute teacher is subject to all the duties and responsibilities of the regular classroom teacher. This includes, but is not limited to, compliance with the district's code of conduct, dress code, etc.

42.8 SUPPORT SERVICE (HOURLY) SUBSTITUTES

Persons interested in providing services as an hourly substitute in AISD's maintenance, custodial or food service departments must have a complete application on file in the H.R. Department. Interested applicants shall follow the following application process:

1. Submit the completed Non-Teaching Application to the Anthony Independent School District's (AISD) Human Resources Department located at 840 Sixth Street, Anthony, Texas (Office Hours from 8:00 a.m. to 4:45 p.m.). The application can be obtained from AISD's Human Resources Specialist at the aforementioned address or from AISD's website at:
<http://www.anthonyisd.net/departments/hr/employment.html>
2. Required documents include, but are not limited to, copies of:
 3. High School Diploma or GED
 4. Three letters of Recommendation
 5. Signed authorization for Background Check

42.9 HOURLY SUBSTITUTE PAY RATES

1. Impacted substitutes include substitute custodians, maintenance, cafeteria, and office clerical support.
2. Effective September 1, 2007, the hourly pay rate for substitutes is \$6.25. Also, please note that employee benefits are not available to substitutes.