

Substitute Teacher Q & A

Have the sub rates changed?

The sub rates have remained unchanged from the 2023-24 school year. The rates for the 2024 - 25 school year are listed below:

- Non – degreed with forty-eight or more semester college hours – \$115 per day
- Degreed but not certified to teach in Texas - \$140 per day
- Texas certified teachers - \$160 per day
- Clerical and para sub rates are as follows:
- Teacher aides and clerical - \$12.75 per hour
- Special education aide - \$13.75 per hour. The rate increases to \$14.50 per hour after the 11th continuous day in the same position.

Do I still need to attend orientation?

Yes. Orientation is mandatory for all new and returning substitutes. Returning substitutes will be required to attend an in person orientation before the start of the school year. Substitutes hired after the beginning of the year will be required to view the orientation presentation which will be completely online. You will have access to the new GPISD Substitute Teachers google page via a link that will be sent to you.

Will I be issued a Substitute Handbook?

The Substitute Handbook is now located online on the new GPISD Substitute Teachers google page.

How can I get a job as a substitute?

There are now more ways to get substitute jobs!

- Online Job Bank
- Campus/Teacher choice

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What do I do if I have to cancel a job?

You cannot cancel a job on the day of your assignment to accept another position on another campus. If you have to cancel an assignment due to unforeseen circumstances, you have to do the following:

- Contact the campus
- Contact Ms. Quintero at ext. 1296

What do I do if I am running late for an assignment?

A reminder that substitutes are required to be at their assignment 15 minutes prior to the beginning of school. Starting times for campuses can be found in the Substitute Handbook. If you are running late, please contact the campus first and then contact Ms. Claudia Quintero Mota.

What happens if I show up to campus and someone else is in my assignment or the campus tells me that the job has been canceled?

Substitutes are required to check the status of their assignment no later than 6:00 AM for morning jobs and 10am for PM jobs, the day of the assignment to make certain the job is still available and assigned to them.

If the substitute does not check the status of the job and the job has been canceled prior to 6:00 AM for morning or full day jobs and 10 am for PM jobs, on the day of the assignment, the substitute will not get paid for the day.

However, if the campus cancels the job after 6:00 AM for morning or full day jobs and 10am for PM jobs, or assigns the job to another substitute, the campus is required to find the substitute another assignment on the campus or pay the substitute for 1/2 the day if no job exists.