

# **Becoming a Substitute Teacher in Austin ISD**

## **Frequently Asked Questions (FAQs)**

### **What are the steps in becoming a substitute teacher?**

All these steps must be completed in order to become employed with Austin ISD. Please be aware that it may take 2-3 weeks before your information is processed and approved for you to start working.

Step 1: You must submit an application online at <https://www.austinisd.org/tad/careers/substitutes>.

Step 2: After completing the online application, the Substitute Office will send out further instructions if approved. An email with information regarding fingerprinting will come from the Texas Education Agency. The Substitute Office will send an email with instructions and a link for new hire forms.

Step 3: Once those new hire forms have been completed, please call our office at (512) 414-2611. We will then review your forms and send out a registration link and details for Substitute Orientation.

Step 4: Attend Substitute Orientation

Step 5: If approved, Start Subbing!

### **What is the status of my application?**

Please allow 2-3 weeks for your application to be processed. If you have not received any information from the Substitute Office after 3 weeks, please feel free to contact us at 512-414-2611.

### **When is the next orientation?**

Orientations are held once a week and they are scheduled through the first week of May. You will receive the registration details with the date and location after you have completed the new hire forms. Please call us when you have finished the new hire forms so we can review all forms and send you the registration link.

### **When will I be able to begin substituting?**

After you have submitted all required documents, completed fingerprints, attended an orientation, and have been selected to become a substitute, you will receive an email notification from Absence Management. This will have your login credentials and you will be eligible to begin accepting assignments.

### **Where do I go to obtain my substitute badge?**

Please provide your notification email from Aesop on an electronic device or printed and bring that with you to the Austin ISD Police Department. They are located on the Main District Campus at 1111 W. 6th Street, Building C, Room 150, between the hours of 7:00 am and 12:00 pm on Tuesdays and Thursdays. Also, bring a government issued ID for identification purposes.

### **Where is the Substitute Office and what are your hours?**

The Substitute Office is located at 4000 S IH 35, Frontage Rd., Austin, TX 78704. Our hours are 7:45 am to 4:45 pm. We follow the Austin ISD calendar and our schedule is very similar to the schools, with the exception we work year round. Please go to the following link to view the current AISD Calendar <https://www.austinisd.org/calendar>.

### **How often will I have to substitute to remain active?**

Substitutes must work a minimum of 10 days per semester to remain on the active Substitute list.

## How often do Austin ISD Substitutes get paid?

Substitutes are paid once a month on the last working day of the month. Be aware that with over 10,000 employees, AISD Payroll has to close early in the month to allow lead time in preparation. Please refer to the current the AISD website for Substitutes to see what dates are included in the monthly payroll. All payroll is electronically deposited into a checking account.

## What is the pay for Substitutes?

You can also find the substitute pay information on the AISD Substitute website and in more detail from the Substitute Handbook. Please note that pay rates depend on education levels for Substitute Teachers and are different for Clerical/Classified Substitutes.

### Substitute Teacher Salary

#### Daily Base Rate of Pay for Teacher assignments

\$85.00	60+ college hours
\$90.00	Bachelor's Degree or higher
\$95.00	Valid Texas Teacher Certification

#### Long Term Pay

\$20.00	Additional to the daily base rate of pay
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*Must work in the same teaching position for a minimum of 20 consecutive days (first 20 days are paid retroactively), without a break in service. This only applies for teacher positions. Classified/clerical positions are not eligible for long term pay.*

#### Incremental Pay

Incremental 1	31-60 days of service, add \$20 to the base rate of pay
Incremental 2	61+ days of service, add additional \$20 to the base rate of pay

#### Friday Pay

\$5.00	Substitutes will receive an additional \$5.00 for working on Fridays <i>(Exceptions: Administrators, Non-teaching Professional, Classified Retiree)</i>
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### Classified/Clerical Substitute Salary

#### Daily Rate of Pay for Teacher Assistant assignments

\$80.00	High School Diploma or GED / up to 59 college hours
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#### Daily Rate of Pay for other assignments (i.e. ISS Monitors, Security Guards, Clerical)

\$70.00	High School Diploma or GED / up to 59 college hours
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#### Incremental Pay

Incremental 1	31-60 days of service, add \$10 to the base rate of pay
Incremental 2	61+ days of service, add additional \$10 to the base rate of pay

#### Friday Pay

\$5.00	Substitutes will receive an additional \$5.00 for working on Fridays <i>(Exceptions: Administrators, Non-teaching Professional, Classified Retiree)</i>
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