

June 23, 2016

2016-17 Substitute Teacher Changes

There have been some **exciting substitute changes** for the 2016-17 school year. It is anticipated that these changes will provide greater coverage in classrooms and increase the amount of substitutes. The following changes for substitutes will take effect on July 1, 2016:

1. Substitutes will be paid a full-day's pay on Fridays and/or short-days provided they work the same hours as students are in school. Students are in school on Fridays and/or short days for no less than 5 hours.
2. The requirements to become a substitute have changed. Substitutes may be hired if they are: 1) at least 21 years old, and 2) have at least a high school diploma. The following chart details each substitute category and pay scale.

	Special Program	Substitute		Licensed	Retired	Current Contracted
	Sub	HS Diploma	Associates +	Sub	Educator	JSD Teacher
Daily Rate	\$74.00	\$74.00	\$82.00	\$90.00	\$106.00	\$118.00
Hourly Rate	\$9.87	\$9.87	\$10.93	\$12.00	\$14.13	\$15.73

3. Retired Jordan School District teachers who return to be a substitute will not be required to pay for their background check. This cost of \$53 will be paid by the District.
4. Part-time employees may now substitute in addition to their current assignment. A maximum of 25 total combined hours per week (current assignment plus any substitute assignment) may be worked. Part-time employees will be required to become a substitute through the substitute new hire process found on <http://workatjordan.org> in order to qualify.
5. Substitutes and schools will no longer be required to track the hours substitutes work to remain below 130 hours per month.

Substitutes are vital to the daily success of students. These changes will greatly aid in ensuring proper and adequate classroom coverage when absences occur.

Additional information regarding substitutes may be found online at <http://workatjordan.org>.

Best Regards,

Your Human Resource Team