

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT COMPENSATION RESOURCE MANUAL

SUBSTITUTES

Substitutes positions are limited to positions in which an allocation exists, and the positions is either vacant or an employee is absent (planned or otherwise) for a single day, multiple days, or an extended period. If this situation does not exist, please refer to the Part-Time Rates section of the Compensation Resource Manual.

Positions Eligible for Substitute Coverage:

Only the positions listed below are authorized to request a substitute through the district Absence Management System:

Teachers

Instructional Assistants (Head Start and Special Education only)

Food Service Cooks (via their Cafeteria Manager)

Nurses and Health Assistants secure coverage through Student Health Services.

Positions Ineligible for Substitute Coverage:

Positions outside of the eligible list for substitutes (listed above) are not authorized to request a substitute without approval. These positions include the following:

Principals

Assistant Principals*

Secretaries and Clerks

Counselors

Instructional Coaches

Digital Media Librarians

Library Instructional Assistants

Note, campuses without Assistant Principal are eligible for substitutes

Submission Requirement:

Eligible positions: the request MUST be entered into the Absence Management System; this will generate a confirmation number which MUST be provided to secure the substitute.

Positions ineligible for substitutes: Any position that is not authorized to receive a substitute (Principals, Assistant Principals, Clerks, etc.) may request a substitute for approval for extended absences (*5 or more consecutive days*). Such requests require prior written approval from the campus Assistant Superintendent and the Director of Recruitment & Human Capital Management. A substitute for positions outside of eligible employees may not be secured without prior written authorization. Requests for substitutes outside of eligible employees should NOT be submitted using the Absence Management System. Request for substitutes outside of eligible employees should be made to the Substitute Department in Human Capital Management and the respective Assistant Superintendent.

More information detailing the process for requesting a substitute can be found in [Administrative Procedures \(D6\)](#).

Funding Requirement:

Substitutes will be paid through budget codes provided by Budget Services. A substitute for positions ineligible for substitute coverage may not be secured without prior written authorization. If the request

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for substitutes outside of the eligible positions is denied, the campus may pay for the substitute out of their budget.

Pay Rates for Substitute Eligible Positions:

Substitute rates apply to positions that are vacant or an employee is absent (planned or otherwise) for a single day, multiple days, or an extended period. The substitute rates are listed below by position. Any deviation from these rates must be pre-approved by the Compensation Department in Human Capital Management before the substitute is communicated a rate of pay.

Teacher Substitutes

Type of Substitute	Starting Pay	Beginning Day 11
Certified <i>Teachers, Librarians, Nurses</i>	\$ 130.00	\$ 140.00
Degreed <i>Teachers, Librarians, Nurses</i>	\$ 110.00	\$ 120.00
Non-Degreed <i>Teachers, Librarians, Nurses</i>	\$ 90.00	\$ 100.00
Instructional Assistant/Clerical	\$ 85.00	\$ 95.00
Special Education*	+ \$6	+ \$6

⁽¹⁾ Long term pay begins on the 11th consecutive day in the same assignment. Additional pay requires working in the same position for the same teacher or Instructional Assistant position without any absences. ⁽²⁾ Valid Current Teacher certification must be from the State of Texas (state Board for Educator Certification).

*Substitutes for Special Education classrooms earn an additional \$6 per day after completion of Substitute Special Education Training

Instructional Assistant Substitutes

Type of Substitute	Starting Pay	Beginning Day 11	Beginning Day 16
All Levels	\$85 daily (\$10.62 per hour) ⁽¹⁾	\$95 daily (\$11.87 per hour) ⁽¹⁾	-

⁽¹⁾ Weekly hours not to exceed 40 hours in a work week.

Food Service Substitutes

Type of Substitute	Starting Pay	Beginning Day 6	Beginning Day 16
Food Service Worker	\$9.25 per hour	-	-

Note: Pay rates for positions other than the above, which have been approved for substitute coverage, can be found in Appendix A of the Compensation Resource Manual.