

**265 - Substitute Requirements and Compensation Procedure**  
**01-25-2018, Updated 3-1-2021, 7-11-2023**

**Description:**

A. George Washington Academy (GWA) substitutes will receive assignments from the Attendance/Substitute Secretary or their designee for those fields and levels in which they can establish competence, subject to the following guidelines:

1. In emergencies and in consideration of the health, welfare and safety of students, a substitute may be temporarily assigned to any teaching or non-teaching position.
2. Payment for substitute teaching will be made only to those persons who have made formal application and who have been interviewed by Administration.
3. Substitute teachers are expected to report to the school office 15 minutes prior to the beginning of their assignment and remain for the full school day unless previous arrangements are made with the Attendance/Substitute Secretary or Administration.

B. Classification & Compensation of Teaching Substitutes:

Long-term Substitutes will be defined as a substitute teacher teaching CONSECUTIVELY in the SAME CLASSROOM for more than ten (10) days OR as a substitute teacher teaching SEMI-CONSECUTIVELY in the SAME CLASSROOM for the same event for more than ten (10) days. On the eleventh consecutive or semi-consecutive day and each consecutive or semi-consecutive day thereafter, Long-term Substitutes will be compensated as follows:

Whole Day w/ Certificate	4 hours or more	K-7 \$190.00
Whole Day w/o Certificate	4 hours or more	K-7 \$140.00
½ Day w/ Certificate	Less than 4 hours	K-7 \$100.00
½ Day w/o Certificate	Less than 4 hours	K-7 \$90.00

1. Requirements:

- 21 years old or 2 Years of college
- Approved background check
- Verified in CACTUS, if Certified Teacher
- Completed GWA Training for Substitute Teachers or similar training