Substitute Information Sheet

Jones Public Schools

Jones Public Schools Classification/Salary for Substitutes

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| OK Certified Teacher | $75.00/day |
| Bachelors, Masters, Doctorate Degree | $75.00/day |
| Associates degree (2yr), High School, GED | $65.00/day |

\*Proof of highest level of education (GED certificate, high school diploma, transcript, college transcript or current OK teaching certificate) is required.

**Documentation Required Prior to Substituting**

1. A State Department of Education felony search must be completed and on file with the administration office **prior to substituting in our district**.  There is a $53.94 charge for this which you are required to pay in order to complete the background check process. If you substituted for Jones Public Schools during the previous year your background check will be acceptable for future, consecutive years that you sub. You can complete your background check at the State Department of Education at the Oliver Hodge BLDG, 2nd floor, Room 212 2500 N Lincoln Blvd. OKC.
2. You must provide two forms of ID and complete the Employment Eligibility Verification form I-9.
3. Proof of highest level of education
4. W-4 Form
5. Oklahoma New Hire Form
6. Substitute Teacher Contract

**Number of days a Substitute can sub in accordance with the state school laws**

Certified Teachers: Unlimited

4-Year Degree: Up to 145 days per school year

All Others: Up to 135 days per school year

Earnings for Substitute pay will be paid through the 15th of payment month. Substitutes are paid once per month on the last working day of the month (i.e. substitute slips dated OCT 16th through NOV 15th are paid on last working day of NOV). Direct deposit is not available for substitutes. A paper check will be mailed to the Substitutes address.