

## To All Substitute Teacher Applicants

Thank you for your interest in being a substitute teacher with DeSoto Parish Schools. In order to become a substitute teacher, you must be at least 21 years of age and provide proof that you received either a high school diploma or equivalency (GED). The opportunity to be added to a school's sub list will **open Monday, July 27, 2020**. **A maximum of 50** new applicants parish-wide will be added.

TEACHER SUB PAY **EFFECTIVE JULY 1, 2018**: \$70.00/Day - Less than Bachelor Degree  
\$80.00/Day - Bachelor Degree or higher  
\*\$100.00/Day – **Current** Louisiana Teaching Certificate\*

**\*If teaching certificate expires, sub pay will lower to degreed rate (\$80/day) without any notification from DPSB & will remain at that rate until an updated certificate is received by DPSB Payroll Department, with no retroactive rate increase.\***

### **Please follow these steps to sign up:**

- Contact a DeSoto Parish School to inquire if that school is currently adding to the sub list. *If yes*, set up an appointment to interview/complete paperwork with the principal regarding becoming a substitute teacher. *If no*, please contact another school.
- The school will need to copy your Social Security card, driver's license and proof of high school completion at the interview. If you have a Bachelor Degree or higher, you will need to provide an **official college transcript** to the school to receive the higher pay rate (see above rates).
- Please contact Nancy Ruston (872-2836, ext. 5) or Vicki McWhorter (872-2836, ext. 0) as soon as possible after the principal interview, to set up an appointment to complete a background check. Bring the entire paperwork packet from the principal and a \$50 money order made payable to DeSoto Parish School Board when you come for the background check appointment at the School Board office, 201 Crosby Street in Mansfield.
- In order to be paid degreed sub pay (Bachelor Degree or higher) you must submit an official transcript; in order to be paid certified sub pay you must submit a valid copy of your current Louisiana teacher's certificate to the Human Resource Department at the School Board office. Degreed/certified sub pay is not retroactive and will begin on the date the official transcript or certificate is received in the HR Department. If you sub before documentation is received by the HR Department, you will be paid at the rate of a non-degreed sub.
- In addition to the steps listed above, all substitute teacher applicants are required to complete a training session at the school before being placed on the eligible sub list. The school will give your notification of the date/time.
- Thank you for making a difference in the lives of children.