

I WANT TO BE A SUBSTITUTE TEACHER

What do I need to know?

Frequently Asked Questions

Here are the common questions we are asked. If you do not see your question here, please contact our office at subclerk@d93.k12.id.us or 208.557.6821

Q. What are the requirements to be a substitute?

1. You must be a high school graduate and be at least 19 years old.
2. You must complete an online application.
3. You must pass a criminal background check and be fingerprinted.
4. You must complete a substitute teacher online training.

Q. How do I apply to be a substitute teacher?

All applications are completed online at www.d93jobs.com. After you have completed the application, you will be contacted by the school district and given further instructions in completing the process.

Q. Do I need to be fingerprinted?

Yes. Bonneville Joint School District #93 requires all substitutes to be fingerprinted prior to the first day of teaching. Substitutes are required to pay \$28.25 to the State of Idaho for their fingerprinting. Fingerprinting can be done at the District office by appointment only. Once you have worked 5 days as a substitute teacher in the District, your payment will be reimbursed to you.

Q. How can I pay for fingerprinting?

We accept Visa, Mastercard, check or the exact amount in cash as we do not carry change.

Q. What is my role as a substitute teacher?

As a substitute teacher, you will play a vital role in the daily education of our students. A substitute teacher's job is to maintain the learning process while the regular classroom teacher is out of the classroom. These could include:

- Keep students on task
- Engage students in the learning process
- Have high expectations for student achievement
- Ability and willingness to work within a variety of classroom structures
- Maintain a high level of professionalism inside the classroom and on campus while serving as an example to our students

Q. What is substitute teaching like?

Substitute teaching will be a totally different experience than most jobs. As a substitute teacher you are always on call. You may be called at the last minute, or you can plan your jobs in advance, but you should always be prepared. Substitute teaching will vary by school, just like regular full-time classroom teaching. Every job is different from the last job and no two sub jobs are the same.

Q. Is substitute teaching challenging?

Yes! But if you go in with confidence, you will be great!! In general, students want to do good because they want you to leave a good report for their regular teacher, but there will always be students who will test you. We will help you as much as we can with tips and training!

Q. How much do substitute teachers make?

Rates of pay for substitute teacher vary. The School District's pay schedule is listed on the web site. Long-Term substitutes may get increased pay the longer they work in one assignment. To see the current pay schedule, click here: [Substitute Pay Schedule](#)

Q. Do substitute teachers receive benefits?

No.

Q. How and when are substitutes paid?

Substitutes are paid monthly on the 20th of the month following the month in which you substituted. Example: Any work you do in the month of April, you will be paid on May 20th. Payroll checks are automatically deposited into your bank account.

Q. Am I guaranteed employment and how often can I work?

Substitute teachers are not regular part-time or full-time employees. Substitutes are employed on an as needed basis and therefore are not guaranteed employment by the school district. However, good substitutes who have shown a good work ethic and work well with teachers and students are called often to sub. There is no limit to the number of days you can work per week.

Q. How do I find out about available sub jobs?

Bonneville Joint School District #93 uses an online system called Absence & Substitute (A&S). You can log on the internet 24 hours a day to see what jobs are available. The system will also call, text, or email (or a combination of the three) with available positions. If positions are not filled before 6:30 a.m., the Substitute Placement Clerk will contact you to fill the vacancy. You will be given login information for A&S when you complete the application process.

Q. Can I work at only certain schools, or do I work for all schools?

We hope that you will make yourself available for all schools, but you can also choose to work with just certain age groups, i.e. elementary students only, or certain schools.

Q. Are there any down times to subbing?

Yes. During the first few weeks of the school year there will be very few jobs available, but don't get discouraged, soon there will be plenty of jobs! The last month of school is very busy and we hope you will make yourself available for as many jobs as possible!

Q. Why don't I get more phone calls to sub?

Some periods of time are slower than other times of the year but, remember, substitute teachers are always on call. We have no control over when the full-time teachers will be gone and for what reason. All we can do is sit back and wait for assignments to come our way as they become available to us. If you feel you are not being contacted for all schools, please check your settings in A&S.

Q. What happens if I get a call late and I can't be there for the start of school?

If you can arrive within a reasonable amount of time (no more than 45 minutes) from the call, then accept the job! You **MUST** contact the SubClerk at (208)557-6821 to let us know what time you will be arriving. We will contact the school and let them know you are coming. We try to be accommodating to ensure the schools have the coverage they need.

Q. Can an employee request me as a substitute?

Yes. Teachers will be able to assign specific subs to their jobs.