

## SWITZERLAND COUNTY SCHOOL CORPORATION

1040 W. Main St. / Vevay, IN 47043

(812-427-2611 or 2612)

### CLASSROOM SUBSTITUTE REQUIREMENTS / PAY RATES

Your name will be added to the sub list as soon as **all** paperwork is completed. Each school's secretary calls their own subs. They are:

**Jeff Craig:** Sheila (427-2170) / **High School:** Kim (427-2626)  
**Middle School:** Donita (427-3809) / **Switz. Co. Elementary:** Lee Jaye (534-3128)

#### **REQUIREMENTS:**

*(Your name cannot be added to the substitute list until ALL completed paperwork and qualifying documents has been returned to our office.)*

\***Paperwork needed on file *before* hiring is as follows: (YOUR CHECKLIST)**

1. Criminal History Report \_\_\_\_\_
2. On-Line Application for Substitute Teaching Certificate: (Required by State.) *Once we verify your application on-line, you must print it out and bring/send it to the office. (Certificate renewals must also be done on-line by the individual.)* \_\_\_\_\_
3. Substitute Information Form (*School Use Only*) \_\_\_\_\_
4. Direct Deposit Form \_\_\_\_\_
5. Federal W-4 \_\_\_\_\_
6. State W-4 (Income Tax Form) \_\_\_\_\_
7. E-Verification form with qualifying identification as listed. I.D. **Examples:** Photo I.D., (such as a driver's license), **AND** Soc. Sec. Card or birth certificate. *(We participate in E-Verify, whereas unexpired employment eligibility documents must be provided to the state within three days of first day of work. Failure to provide the information during this time period will result in non-payment of time worked.)*
8. Verification Of Eligibility for State or Local Public Benefit \_\_\_\_\_
9. Indiana New Hire Reporting Form \_\_\_\_\_
10. **PROOF OF HIGHEST EDUCATION DEGREE EARNED MUST BE PROVIDED.** \_\_\_\_\_

#### **PAY RATES:** (effective Sept. 22, 2014)

If subbing for Non-Certified Employee, \$8.87 per hour

If subbing for a licensed teacher, daily rates are as follows:

- Non-Degreed w/HS Diploma and Substitute Teacher's License \$63.00
- 4-Year Degree or Expired Teacher's License (with sub lic.) \$70.00
- **\*\*Valid Indiana Teacher's License** \$75.00

\*All of the above mentioned paperwork needs to be turned in to the Administration Office.

\*\*Degree with valid Indiana Teaching License in the area will get professional rate for the same position / area / grade level **for extended absences in excess of 15 consecutive days in the same position** (with Board approval).

**NOTE: Beginning May 1, 2013, all classroom substitutes will be limited to working 28 hours per week.**