SUBSTITUTE TEACHER SALARY RATE

Palo Alto Unified School District

Effective date: 07/01/2025

FULL DAY RATE: $200.00

Full day rates for Substitute Teacher assignments apply when:

1. The Substitute Teacher is assigned to teach a full day according to the Site Schedule;
2. The Substitute Teacher is assigned to teach across/on both sides of the lunch hour in the same assignment;

*In the case of early release or minimum days, the Substitute Teacher is to remain on site for the duration of their assigned times unless released by site secretary. *Please contact Secretary to see if additional duties are to be assigned.*

*If assignment includes prep periods or other scheduled free time (excluding lunch/brunch), the Substitute Teacher may be asked to cover other classroom assignments.

- Additional assignments should fall within the Substitute's usual scope/skills, and not otherwise outside of their comfort zone.
- Generally, this should not include all periods in the day without extra compensation. See Substitute Specialist for more information.

In all cases, the Substitute is required to check out with the office secretary before leaving for the day

PARTIAL DAY RATE: $100.00

Partial day rates for Substitute Teachers assignments apply when:

1. The Substitute Teacher is assigned in excess of 100 instructional minutes, in a role which does not cross the lunch hour;
2. Unable to fulfill their assignment, the Substitute Teacher has completed periods in excess of 100 instructional minutes.

In all cases, the Substitute is required to check out with the office secretary before leaving for the day

BLOCK/EXTENDED PERIOD RATE: $60.00

Block/Extended Period Substitute Teacher assignments apply when:

1. The Substitute Teacher is assigned to teach between 61-100 instructional minutes.

In all cases, the Substitute is required to check out with the office secretary before leaving for the day

1 HOUR/PERIOD RATE: $45.00

1 Hour/Period Substitute Teacher assignments apply when:

1. The Substitute Teacher is assigned to teach up to 60 instructional minutes.

In all cases, the Substitute is required to check out with the office secretary before leaving for the day

LONG-TERM SUBSTITUTE RATE (15-79 days): $300.00

The Long-Term Substitute Teacher rate applies to assignments scheduled as 15 consecutive days or more, but less than 80 days. The rate of $300.00 applies to assignments of 100% FTE. If the assignment is less than 100% FTE, the daily rate will be prorated accordingly. If a Long-Term Substitute assignment extends to 80 days or more, the assignment will be reclassified as "Semester Substitute", and the rate will be adjusted retroactively to the first day of assignment.

Subject-specific credentials are required for assignments of 31 days or more, please see Substitute Services

SEMESTER SUBSTITUTE RATE (80+ days): $338.00

The Semester Substitute rate applies to assignments scheduled as 80+ consecutive days. The Semester Substitute ($338.00) applies to assignments of 100% FTE. If the assignment is less than 100% FTE, the daily rate will be prorated accordingly.

Subject-specific credentials are required for these assignments, please see Substitute Services

RESIDENT SUBSTITUTE RATE: $250.00

The Resident Substitute rate applies to pre-scheduled district assignments in which the substitute's daily school site is determined and communicated each morning based on the greatest staffing need. Resident Substitutes provide classroom coverage as assigned and perform their duties under the direction of the Human Resources Department.

In all cases, the Substitute is required to check out with the office secretary before leaving for the day

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Additional Hourly Non-Teaching Assignments may also be available:

Hourly Non-Teaching work such as *Student Attendant, Instructional Aide; Library Aides, Secretary/Clerk, Campus Supervisor* may also be available.

- Hourly Non-Teaching assignments will be paid at their corresponding hourly rates.
- Time for Hourly Non-Teaching assignments, must be submitted on a TIMECARD to be paid.
- Hourly Non-Teaching timecards must be submitted thru the Site Secretary, who will submit as appropriate.