
Long-Term Substitute Teacher Information

Assignment Placement

- When filling long-term substitute assignments, preference is given to substitute teachers holding a valid **residency teaching certificate** with proper subject-area or grade-level endorsements for the specific role.

Long-Term Status & Pay Scale

- A substitute teaching position is considered long-term once you have worked **20 consecutive days** in the same assignment with no absences, including for illness.
- Your **21st consecutive day** marks your first day on the NKEA salary schedule.

Documentation & Account Setup

- As you near your **21st consecutive day** in the assignment, **Josie Urie**, Certificated Personnel Specialist, will reach out to you regarding your **official transcripts** and **verifications of employment**.
- Once you reach your **21st consecutive day**, your Red Rover employee account will be created so that you can begin entering your own absences.

Benefit Eligibility

- Benefit eligibility for long-term substitutes is based on the total number of hours worked as a substitute in a given year. You must work **over 630 hours** to qualify for benefits.

If you have any questions about a long-term substitute assignment, please contact:

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