Guest Teacher Payment Guide
2026-2027

Substitute Certifications	Daily Rate (without mileage)
Emergency Substitute Certificate *(HS Diploma/GED/AA Completed)*	$135.00
Long-Term Assignment	$145.00
ADE Substitute Certificate *(BA/MA Completed)*	$175.00
Long-Term Assignment	$185.00
Standard Teaching Certificate *(Valid AZ Teaching certificate)*	$185.00
Long-Term Assignment	$195.00
Substitute Aide - $15.15 per hour (When filling a sub aide assignment, the hourly rate will be $15.15 regardless of certificate held)	

Daily Rate – With Mileage (Per Diem) – If a certified guest teacher lives 15 miles or more from the District Office, the substitute is eligible for an additional $30.00/day for mileage. To qualify for additional mileage, the guest teacher must provide two documents that state proof of residency/physical address. Permanent residency must be maintained or mileage will not be compensated. Renewed proof of residency is required at the beginning of each new school year.

Long-Term Assignment – To qualify for a Long-Term Assignment rate of pay, a guest teacher must accept an assignment greater than ten consecutive school days. Duties may include creating lesson plans, giving grades, attending teacher meetings, attending IEP meetings, and participating in parent teacher conferences. This assignment must be approved by the Superintendent.

Substitute Certification - *(ADE 120 days per school per year)* A Substitute Certificate issued by ADE entitles the holder to substitute in the temporary absence of a regular contract teacher. An individual holding only a Substitute certificate shall not be assigned a contracted teaching position. Substitute teaching may not be used to waive the student teaching practicum. These certificates are valid for multiple years.

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Emergency Substitute – *(ADE 120 days per school per year)* Emergency certificates may be issued at the request of a district or charter school superintendent when an emergency employment situation exists. These certificates are limited to the district or charter school requesting the certificate. Emergency certificates are only valid for one school year or part thereof and expire on July 1.