



SUBSTITUTE FAQs

(Frequently Asked Questions)

How do I become a substitute for USD 320? You will first need a current substitute or teaching license. Then you can complete USD 320's online application process by visiting <https://Wamego.schoolrecruiter.net>. *To learn more about applying for and renewing a substitute license, as well as applying to be a USD 320 Substitute, please see pages 4-5 of the Substitute Handbook.*

How much/when do I get paid? Substitute teachers shall have a valid teacher certificate or emergency certificate on file with the Kansas Department of Education and shall be paid **\$11.25 per hour for substitute teaching**. After ten (10) consecutive days of teaching for the same regular classroom teacher, a substitute teacher shall be paid **\$13.25** per hour. If it is known in advance that the sub will work at least 10 consecutive days for the same teacher, the pay rate will begin at \$13.25. If not, the pay differential will be retroactive back to the first day of long term sub work for that teacher.

Payment for substitute teaching will be mailed on the 21st of each month. Direct deposits will be in your account on the 22nd of each month. If the 22nd falls on a non-business day, payments will be made for the business day immediately preceding the 22nd. *For more information and to view a current pay period schedule, please see page 6-7 of the Substitute Handbook.*

What schools does USD 320 provide Special Education teachers for? The Special Services Cooperative serves schools located in USD 320 Wamego, USD 323 Rock Creek, and USD 329 Mill Creek Valley. **For Rock Creek and Mill Creek Valley we ONLY provide substitutes for special education teachers.** To substitute for regular education teachers in those districts, you must separately apply to those districts. If you substitute for USD 320, you may choose whether you wish to substitute in special education classrooms in any of the three districts served. *For more information on school locations and grades in USD 323 and USD 329, please see page 12 of the Substitute Handbook.*

What is AESOP? USD 320 uses AESOP (Automated Educational Substitute Operator) to schedule our substitutes to fulfill teaching absences in our district as well as those of Special Services Cooperative teachers in USD 323 and USD 329. If you have not used Aesop before, you may obtain training materials by contacting Lisa Roth, Aesop Administrator, at rothl@usd320.com or by visiting the District Office. *More information on Aesop can be found on page 13 of the Substitute Handbook.*



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What do I do if there is an emergency or lock down? Emergencies can arise at any time, and you should be prepared to handle them with a minimum of confusion. Procedures differ throughout the district, depending on whether you are serving at an elementary, middle school, or senior high school. Upon arrival at the school, you should check with the administration, office secretary, or school nurse regarding emergency procedures and guidelines for handling situations involving student accidents, illnesses, etc. Each school has procedures on how it handles emergency situations, and you need to familiarize yourself with them. You are asked to read the student handbooks for each building you substitute in. *More information on emergencies and severe weather can be seen starting on page 17 of the Substitute Handbook.*

What is expected of me as a substitute teacher? It is required to read your Substitute Handbook at least once at the beginning of each school year. Almost all the information you need will be contained in it. It is also required that you review the Classified Employees' Handbook. You will also be expected to have a general knowledge of the Student Handbooks, which are located on our website, www.usd320.com. **If you are substitute teaching at the beginning of the school day, you are to report to the school office no later than 7:45am on regular school days and no later than 8:45am on PLC Fridays.** Of course, if you are not called until late in the morning, we expect you will report as soon as possible. **If you are scheduled to substitute in the afternoon, we request that you report to the school office at least 20 minutes before your class is to begin.**

What is the dress code? While USD 320 does not have a district-wide dress code for substitute teachers, it is expected that all personnel will appear in a professional manner. Also, different buildings and classrooms may have different temperatures, so it is smart to wear layers.

Do I get an Activity Pass? No. Substitute employees do not qualify for USD 320 complimentary activity passes.

What if my address or phone number changes? Please contact the USD 320 District Office as soon as possible with any change in mailing address or home telephone number. This will ensure that the District Office, school buildings, and Aesop have your correct contact information.

If you have any further questions, please refer to the Substitute Handbook or call the District Office at 785-456-7643.