

# Vernon Independent School District

1713 Wilbarger Street  
Vernon, Texas 76384  
Phone: (940) 553-1900 | Fax: (940) 553-3802  
www.visdtx.org

## Substitute Teacher Information

Documents Required for Substitute Teaching:

- **Employment Application:** Completed application including Criminal History Release Forms and Pre-Employment Affidavit.
- **IRS Form W-4:** Indicates Social Security number, marital status, and withholding preferences.
- **Form I-9 (Employment Eligibility Verification):** Must include proper identification documentation.
- **457 FICA Alternative Plan & Form SSA-1945:** Alternative to Social Security participation.
- **Medical Option Form:** Must be completed and returned, even if declining coverage. For questions, contact Payroll at (940) 553-1900 ext. 2235.
- **Proof of Education:** High school diploma, transcript, or college transcript (if applicable).
- **Fingerprinting:** You will receive a fingerprint pass from the Texas Education Agency via email. This must be completed before scheduling your fingerprint appointment. Please check your spam/junk folder.

## Substitute Pay Rates

- Teachers (Non-Degreed): \$90/day | \$115/day (long-term)
- Teachers (Degreed): \$100/day | \$125/day (long-term)
- Teachers (Certified): \$125/day | \$150/day (long-term)
- Paraprofessional / TA / Clerical: \$80/day

## Payroll Information

Paychecks are mailed on the 15th of each month.

## Contact Information

If you have questions regarding substitute employment or required documents, please contact:

**Angel Leija**  
Superintendent's Secretary  
Phone: (940) 553-1900  
Email: angel.leija@visdtx.org