



**USD 231 Gardner Edgerton is seeking qualified individuals to serve as substitute teachers in eleven schools throughout the Gardner and Edgerton communities.**

### ***Becoming a Licensed Substitute Teacher***

All substitute teachers must be licensed through the State of Kansas. *Applicants need only 60 semester credit hours from a regionally accredited college or university to apply for a license.* Substitute teacher licensing information can be found at the Kansas Department of Education (KSDE) website:

**KSDE.org – Teaching & Learning – License Applications – Form 8**

Your first substitute license is valid for one year and expires June 30. Each renewal of your license will be valid for two school years.

### ***Upfront Costs***

- License application fee - \$60
- KBI background check fee - \$50 (one-time fee)  
(Fingerprint cards for background check can be obtained from the Human Resources Office.)

### ***USD 231 Substitute Teacher Requirements***

- Kansas Teaching or Substitute License
- Completion of USD 231 Onboarding
- Copy of a negative TB test, from within the past year
- Interview with USD 231 Director of Human Resources

### ***Flexible Scheduling***

- Full day/Half day substitute teaching opportunities
- Elementary/Middle/High School levels to choose from

### ***Other Substituting Opportunities***

- Secretarial substitutes - \$12.00 per hour
- Nutrition Services substitutes - \$12 per hour
- School Nurse substitutes (Licensed) - \$22 per hour
- Paraeducator substitutes - \$105 per day

### ***Substitute Teacher Pay Rates***

- Full Day M-Th/F - \$140/150
  - ¾ Day M-Th/F - \$105/112.5
  - Half Day M-Th/F - \$70/75
  - Long-Term - \$165
  - Long-Term SpEd - \$175
- \*Substitutes are paid every other week

To apply online for these positions, logon to [usd231.com](http://usd231.com) and proceed to the Employment tab.

For more information, please contact the Gardner Edgerton Human Resources Department at 913-856-2016 or [pippittd@usd231.com](mailto:pippittd@usd231.com).