**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

## *Substitute Teacher Pay Rates*

- Full Day M-Th/F - $150/160
- ¾ Day M-Th/F - $112.5/120
- Half Day M-Th/F - $75/80
- Long-Term - $165
- Long-Term SpEd - $175

*Substitutes are paid every other week

## *Other Substituting Opportunities*

- Secretarial substitutes - $15.00 per hour
- Nutrition Services substitutes - $13 per hour
- School Nurse substitutes (Licensed) - $22.50 per hour
- Paraeducator substitutes - $95 general ed/$105 per day special ed

To apply online for these positions, log on to usd231.com and proceed to the Careers tab.

For more information, please contact the Gardner Edgerton Human Resources Department at 913-856-2016 or pippittd@usd231.com.