

Qualification and Employment Information

1. The School District hires substitute teachers by the job to fulfill fixed, time-specific, temporary positions. The names of persons who are authorized to serve as substitute teachers will be kept by the personnel office for the ensuing school year. However, before such person will actually be called to serve as a substitute teacher during the ensuing school year, he or she must attend a Substitute Teacher Orientation Program.
2. Chickasha Public Schools gives preference to hiring substitute teachers with a valid Oklahoma Teaching Certificate. There is a substituting limit of 120 school days each school year if the substitute teacher holds a valid Oklahoma Teaching Certificate. Substitute teachers who hold either a bachelor's level college degree or a lapsed or expired Oklahoma Teaching Certificate may teach up to but no more than 100 days in any school year. Substitute teachers who have graduated from high school may teach up to but not more than 100 days in any school year. The number of days will include all substitute assignments.
3. All substitute teachers must have at least a high school diploma or GED.
4. All substitute teachers must attend an orientation session **every school year**.
5. Other in-service training is required.
6. Substitute teachers may be removed from the substitute teacher pool without notice or cause.

Checklist to Become a Substitute Teacher

- ✓ Complete a Chickasha Public School Substitute application.
- ✓ Have a Criminal History Background Check completed.
- ✓ Complete online training (listed in the next section).
- ✓ Bring two forms of identification to be copied.
- ✓ Attend one complete substitute teacher orientation per school year.

Training

ALL training listed below must be completed before you will be added to the substitute list. The completion of these training modules will occur during the Substitute Teacher Orientation which meets on the first Thursday of each month (August – April) at 8:00 A.M. The meeting will be located in the boardroom (east end of the building) at 900 West Choctaw, Chickasha, Oklahoma.

Pay Schedule and Employment Restrictions

Certified Substitute Teachers

A substitute teacher with a **valid** Oklahoma teaching certificate on file in the CPS Personnel Office prior to employment is paid \$75.00 per day. If the teaching certificate is received after employment a copy will need to be given to CPS Personnel Services. Once the paperwork is processed the substitute teacher will start receiving certified substitute pay from that day forward. Chickasha Public Schools

gives preference to currently certified teachers as substitute teacher. As of 11/1/2019, there is no maximum number of teaching days per school year a valid certified substitute teacher may be employed.

Non-certified Substitute Teachers

A substitute teacher who does not hold a valid Oklahoma teaching certificate is paid \$ 65.00 per day. Maximum teaching days per school year: 135 days, includes teaching and non-teaching assignments.

Lapsed / Expired Certified Substitute Teachers or Substitutes who hold a Bachelor's Level College Degree.

A substitute teacher who does not hold a valid Oklahoma teaching certificate is paid \$ 65.00 per day. Maximum teaching days per school year: 145 days, includes teaching and non-teaching assignments.