

# Substitute Information

## Requirements

- Bachelor's Degree **OR** a minimum of 64 college hours (Need Copy of College Transcript)  
*\*Those without a degree must have at least a 2.5 GPA*

## OR

- High School Graduate (Need Copy of High School Transcript)

Background Check: Federal/State Criminal Background Check: Fee is \$51.25 paid by applicant (Check Made Payable to Augusta Board of Education). See Attached Form to Schedule Appointment with IndentoGo and use request code: \_\_\_\_\_)

*\*Background checks less than one year old may be accepted from another organization.*

Form DPP-156 (Must include \$10 check made payable to Augusta Board of Education).

*\*DPP-156 is a Child Abuse and Neglect check from the Cabinet for Health and Family Services.*

Recent Physical submitted to the Board of Education

Completed Application and Forms

Please provide a copy of your Driver's License.

Once all paperwork has been turned in you will need to log into [kecs.education.ky.gov](https://kecs.education.ky.gov) create an account and register with KECS (EPSB). Once an account has been set up, we can then start an application for you, then you will have to log back in to confirm and complete steps needed to get your certificate to sub. \*A new application will have to be completed each year in order to receive your certificate to sub for that school year.

## Salary

Rank 1-3 (Teacher's Certificate) Pay = \$100 per day

Rank 4 & 5 (Non-teaching Bachelor's Degree or less) Pay = \$80 per day

Typical Pay Periods:

6<sup>th</sup>-20<sup>th</sup> – Pay Check on the 25<sup>th</sup>

21<sup>st</sup>-5<sup>th</sup> – Pay check on the 10<sup>th</sup>

## Long-term Positions

After the completion of 20 consecutive days of service for the same teacher, substitute teachers will be paid from the regular teachers' salary schedule, based on his/her rank and experience. There is no retroactive pay. Any break in service results in future pay reverting to regular sub pay and the 20 days starting over.

Per KTRS, retired teachers who serve in a long-term sub position CANNOT be paid any more than their daily wage threshold.