

# BALTIMORE COUNTY PUBLIC SCHOOLS

## Miscellaneous Pay Rates for Substitutes, Temporary, and Contractual Employees, 2016-17 Effective July 1, 2016

The Department of Human Resources is responsible for establishing the pay rates for ALL substitutes, temporary, and contractual employees regardless of the funding source. School and office administrators MUST contact either the Office of Temporary Services or the Office of Staffing to determine the appropriate rate of pay PRIOR to making any salary commitment to a prospective employee.

### Office of Temporary Services ph. 443-809-8952

The Office of Temporary Services requires the following documentation before hiring an employee: 1) completed application; 2) proof of background check; 3) proof of education commensurate to the job applied for; and 4) completion of orientation, if applicable.

Substitutes	Daily	Long Term	
<b>Teacher</b>			Substitute teachers are paid for working either a half day (up to 3 hours 15 minutes) or a full day (> 3 hours 15 minutes). Long-term status begins after the substitute teacher has worked 10 consecutive days for the same teacher. Pay is retroactive to the start of the long-term assignment. Substitute teachers are paid via an automated call-in system, Smart Find Express (SFE). *Degreed rates are for Bachelor's degree holders **Must be certified in the critical shortage area of the assignment. CS areas are determined by MSDE
Degreed*	\$91.00	\$121.29	
Nondegreed	\$71.50	\$91.00	
Critical need**		\$209.37	
<b>Paraeducator</b>	\$10.10/hr	\$11.61/hr	Substitute paraeducators are paid hourly not to exceed 6.5 hours per day Report their time worked on the Substitute Time Sheet. Be sure to indicate that the employee is a paraeducator. Pre-employment physical required
<b>Nurse</b>	\$190.32	\$190.32	Nurses and their substitutes use SFE. Requires RN & CPR

Extended Year Learning Program (EYLP)		Hourly	Other Approved Teacher Rates		Hourly	Daily
<b>Teacher</b>		\$48.42	<b>Teacher</b> (Daily based upon 6 hours 30 minutes)			
Substitute teacher	degreed	\$25.43		Curriculum workshops	\$42.37	\$275.41
	highly qualified	\$36.32		Staff development attendee	\$30.26	\$196.69
				presenter	\$36.32	\$236.08
<b>Paraeducator</b>				Inservice course instructor	\$523.77*	
Summer only paraeducator		\$18.39		ESOL, tutor	\$28.83	
Substitute paraeducator - highly qualified		\$15.61				
Substitute paraeducator - non-HQ non-HQ		\$11.16		Teacher foreign language interpreter	\$32.94	
<b>Health assistant</b>						
Summer only health assistant		\$18.39				
<b>Occupational therapy asst.</b>						
Summer only occupational therapy asst.		\$20.37				
<b>STAR TEST facilitator</b>		\$18.39				

Educational Options			
Position	Hourly		
Clerk I	\$10.10	Teacher/degreed nurse	\$36.32
Clerk II	\$11.39		
Secretary I	\$11.96	Book team	\$17.85
Admin secretary I	\$12.90	Substitute teacher degreed	\$25.43
Admin secretary II	\$13.85	nondegreed	\$18.17
Paid helper II	\$12.24		
Additional assistant	\$10.10	Highly qualified (HQ) paraeducator	\$15.61
		Substitute paraeducator (not HQ)	\$12.20

Temporary Employee Rates			
Position	Hourly		
Paid helper/KG assistant	\$10.10		
Additional assistant	\$10.10		
Lunchroom assistant	\$10.10		

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### Office of Temporary Services Contractual Assignments Internships

The Office of Temporary Services requires the following documentation before hiring an employee: 1) completed application; 2) proof of background check; 3) proof of education commensurate with the assignment; 4) Request for Hire form; and 5) Scope of Services .

Contractual Employee Rate	Hourly	Contractual Clerical Support*	Hourly
Health assistant	\$13.39	Office assistant/Clerk I/Receptionist	\$11.96
Parent Service Coordinator	\$17.95	Office secretary/Clerk II	\$12.90
Early Intervention Assistant	\$12.24	Administrative secretary I & II**	\$13.85
Foreign Language Interpreter	\$32.94	Administrative secretary III/Fiscal Assistant**	\$17.50
High School Intern	\$11.39	Retire/Rehire clerical support	\$17.50
College Intern	\$11.96		
Professional Intern	\$12.90		
Home & Hospital Tutor	\$28.83		
GED Instructor	\$30.26		
Internship information is available by contacting the Office of Temporary Services. Excludes teacher interns		*Rates of pay are based on the scope and complexity of the assignment and the knowledge, skills, and abilities required. Contact the Office of Temporary Services to discuss classification and compensation. Experience credit is not given **Require successful completion of assessment appropriate to grade of position	
Contractual assignments other than those listed are handled case by case. Contact OTS for more information			

### Office of Staffing Clerical Support - x7870, Transportation, Building Service Worker, and Food Services Substitutes x7872

The Office of Staffing requires the following documentation before hiring an employee: 1) completed application; 2) proof of background check; 3) proof of education commensurate with assignment; 4) duties to be performed; 5) estimated length of the assignment; 6) work schedule; 7) name of the supervisor to whom the employee will report; and 8) the LDPR to which the salary will be charged

Substitute Employee Rates	Hourly	Temporary Clerical Support*	Hourly
Building service worker	\$10.12	Office assistant/Clerk I/Receptionist	\$11.96
Bus driver	\$12.24	Office secretary/Clerk II	\$12.90
Bus driver trainee	\$12.24	Administrative secretary I & II**	\$13.85
Bus driver (retire/rehire)	\$16.78	Administrative secretary III/Fiscal Assistant**	\$17.50
Bus attendant	\$10.10	Retire/Rehire clerical support	\$17.50
Bus attendant trainee	\$10.10		
Bus attendant (retire/rehire)	\$13.12		
Cafeteria worker	\$10.10		
		*Rates of pay are based on the scope and complexity of the assignment and the knowledge, skills, and abilities required. Contact the Office of Staffing to discuss classification and compensation. Experience credit is not given **Require successful completion of assessment appropriate to grade of position	