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Substitute Teacher FAQs

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Do I have to currently be a Pennsylvania certified teacher to substitute teach in Pittsburgh?

A Pennsylvania certification is preferred for all substitute opportunities. However, if you do not have a Pennsylvania certification, a Pennsylvania emergency permit must be issued before you can be hired to serve as a substitute. When you apply and attend a PPS New Substitute Teacher Orientation, Substitute Services staff will explain the teacher certification process necessary in order to be a substitute teacher in Pittsburgh. If you would like to learn more about the teacher certification process in Pennsylvania, please visit the [Pennsylvania Department of Education](#) website. Here, you will find information about the exams, college credits, and applications necessary to become fully-certified in the state of Pennsylvania. Please note that all Pittsburgh Public School substitute teachers must have at least a Bachelor's Degree and full-time Pittsburgh Public Schools teachers must be fully certified in their subject area.

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Do I need a health clearance?

Yes. Pennsylvania State Code requires that all school employees obtain a "pre-employment medical examination." If you are planning to substitute teach in Pittsburgh Public Schools, please take the [PPS Health History Appraisal Form](#) to your family physician and have him/her fill it out on your behalf. Individuals without proof of a recent medical examination will not be permitted to teach in Pittsburgh Public Schools.

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Do I need to get a background check?

Yes. All substitute teachers must have proof of a background check before they are eligible to teach in Pittsburgh public schools. For more detailed information about required clearances, please see our [Employment Requirements](#).

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Do I have to live in Pittsburgh in order to be a PPS substitute teacher?

No, Pittsburgh Public School substitute teachers do not need to live within the Pittsburgh city limits.

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After I have attended a New Substitute Teacher Orientation, when can I begin substitute teaching?

PPS staff members work hard to ensure that newly hired substitute teachers are eligible to teach as soon as possible. Generally, new substitute teachers are able to log on to AESOP and begin looking for teaching jobs within one (1) business week of completing an application and attending a New Substitute Teacher Orientation, assuming there are no complications with health appraisal forms, background checks, and the

PPS teacher application. If you have applied to be a PPS substitute teacher and you are unable to log on to AESOP after one business week, please feel free to reach out to PPS Substitute Services at zz-trouble@pghboe.net.

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How do I know what substitute teaching jobs are available?

All substitute teaching jobs are listed on the AESOP website which you will be given access to once you have been approved as a PPS substitute teacher. Jobs are listed by school, grade level, and date and you are free to log on to the website at anytime to sign-up for specific jobs.

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What is AESOP?

AESOP is the online system PPS uses to schedule substitute teaching positions. When teachers are absent and a substitute is needed, each absence is listed on AESOP and substitute teachers are able to sign up at any time to teach at particular schools in particular subjects on particular days. When substitute teachers are hired by PPS, they are given instructions for how to sign up for AESOP. AESOP is an integral part of the PPS substitute teaching process. It is user-friendly and easy to navigate!

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As a substitute teacher, what do I do if I forget my AESOP log-in information?

The AESOP website is www.aesoponline.com. If you were hired to be a substitute teacher before August 1, 2010, you should have received a document from PPS Substitute Services that provides your ID# and your PIN. If you were hired after August 1, 2010, when you were hired, you received an email from PPS Substitute Services which included AESOP user instructions and your ID# and your PIN. If you have additional questions or are unable to locate your ID# or PIN, please feel free to speak to school staff or send an email to PPS Substitute Services at zz-trouble@pghboe.net.

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Can a substitute teacher work during the summer?

There are no substitute teaching jobs during the summer months. However, substitute teachers are eligible to apply for other posted summer school positions in March/April when they are made available. However, please keep in mind that full-time PPS teachers are always given priority in choosing summer school teaching positions. PPS does not utilize AESOP during the summer months.

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Can I substitute teach in the same classroom for multiple days?

Yes. There are two types of substitute teaching jobs in Pittsburgh Public Schools: day-to-day substitute teaching jobs and long-term substitute teaching jobs. All available substitute teaching jobs are listed in the AESOP system and substitute teachers are encouraged to sign up for either day-to-day or long-term substitute teaching jobs, depending on availability or preference.

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Will substitute teaching definitely lead to a full-time teaching position at PPS?

No. Many people utilize substitute teaching as a pathway into the teaching profession, a way to get experience in the classroom, and a way to build relationships with Pittsburgh's public school leaders and staff members. Substitute teaching is an avenue for many to decide if they would like to pursue additional education to secure their teaching credentials. However, Pittsburgh Public Schools cannot guarantee a full-time teaching position for substitute teachers in one of our schools.

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I did not get paid for a day that I worked, who should I contact?

Please contact the school where you worked and did not receive pay. The school should be able to assist you and ensure that you are paid for the time that you worked. If the issue has not been addressed, feel free to reach out to PPS Substitute Services at zz-trouble@pghboe.net.

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How will I know what to teach to the students?

Substitute teaching is challenging. However, PPS is working hard to ensure that your transition into the classroom is a smooth one. First, as part of our PPS New Substitute Teacher Orientation, we will give you more information about our expectations for your work in the classroom as well as what you can expect

when you walk into your school for the first time. Second, we have created the [Current Substitutes](#) webpage, a resource for all current subs where classroom materials, sample lesson plans, and other helpful documents can be found. And lastly, we are working with each of our schools to ensure that the resources provided at the school level (class schedules, materials, and information) are clear, consistent, and useful.

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How much do I get paid as a substitute teacher?

Pittsburgh Public School Substitute Teacher pay rates depend on the type of substitute teaching position being filled. Day-to-day substitute teachers will be paid at the rates explained below.

Position	Description	Pay Rate
<i>Substitute Teacher</i>	Day-To-Day Substitute Teachers who are available to teach every subject in every school any day of the week.	\$100.00/day
<i>Substitute Teacher (Extended)</i>	Day-To-Day Substitute Teachers who have worked at least forty (40) days during each of the preceding two (2) consecutive semesters.	\$131.00/day

Substitute teachers filling long-term vacancies (more than 40 consecutive days for the same teacher, in the same classroom) will be paid on the following 3 Step salary schedule, determined by the number of years of credited service in a full-time substitute teaching capacity in Pittsburgh. Full-time substitute teachers are eligible for full-time teacher benefits when they reach Step 2.

	Sep-10	Sep-11	Sep-12	Sep-13	Sep-14
Step 1	\$35,860	\$36,860	\$37,360	\$37,860	\$38,360
Step 2	\$36,580	\$37,580	\$38,080	\$38,580	\$39,080
Step 3	\$38,850	\$39,850	\$40,350	\$40,850	\$41,350

Substitute teachers pay days occur on the same monthly schedule as full-time PPS classroom teachers. Pay days occur twice a month.

All salary information is negotiated as part of the Pittsburgh Board of Public Education and the Pittsburgh Federation of Teachers Collective Bargaining Agreement. Salary and pay rates are subject to change when new Collective Bargaining Agreements are made.

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What are my benefits as a long-term substitute teacher?

Full-time substitute teachers who have reached Step 2 of the full-time substitute salary schedule are entitled to all benefit plans currently provided to full-time PPS teachers except full-time substitute teachers receive six (6) sick days per semester which do not accumulate and one (1) day of personal leave in each school year beginning with the third year of continuous service.

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What do I do if I have additional questions?

We've tried to include as much information as possible on the [Substitute Services](#) webpage. Check there first with any questions about substitute teaching in our schools. If that doesn't answer your question, feel free to reach out to PPS Substitute Services at zz-trouble@pghboe.net.

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1/3/2017

FAQ / Substitute Teachers

341 S. Bellefield Ave.
Pittsburgh, PA 15213

District Office: (412) 529-HELP

Magnet Registration
Pittsburgh Promise
FAQ

Work Permits
Transcripts
Use of School Facilities

Public Hearing Procedures
Business Opportunities
Policies

Careers
Surplus Properties
Budget