



Openings as of 9/9/2022

Substitute Teacher

JobID: 105

Position Type:

Substitute - Teacher

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Date Posted:

2/11/2005

Location:

Districtwide

UPDATE: 6/28/2022

Thank you for your interest in day to day, at will, on call, non-union substitute employment for the Rochester School District.

If you have no experience in classroom teaching, Rochester Public Schools offers paid training! Read the information below and if you'd like additional information, email jujimenez@rochesterschools.org to schedule a Google Meet or Skype meeting.

If you are interested in **only** substitute employment for the 2022-2023 school year, please submit or re-submit your application on or after August 18, 2022.

Rate of Pay: Effective November 17, 2021, Substitute teachers are paid in half day or full day increments.

Refer to the attachment in the bottom right corner of this job posting #105 – Substitute Teacher.

A full day is typically 7 hours or more and paid \$200.

A half day is typically 3 hours and 45 minutes and paid \$100.

If working for one class, the hourly rate of \$27.58.

Effective August 1, 2017, day to day substitute employees are paid twice a month.

Qualifications:

*Any type of current Minnesota Teaching License. Pending and out of state licenses cannot be accepted.

Please visit the Minnesota Professional Educator Licensing and Standards Board website on how to obtain a Minnesota Teaching License.

The Professional Educator Licensing and Standards Board (PELSB) offers a Three-Year, Short Call Substitute license to applicants who have a bachelor's degree, but not in education.

To obtain a Substitute Short Call License, visit the Professional Educator Licensing and Standards Board (PELSB) website.

<https://mn.gov/pelsb/aspiring-educators/apply/>

Quick video with instructions: <https://youtu.be/eXegD6A3ynA>

IMPORTANT NOTE: Effective November 15, 2021, applicants will be reimbursed the cost of the Substitute Short Call license (\$90.25), upon being hired and having worked/completed five full days (8:00am-3:30pm or 8:45am-4:15pm) for actual teacher absences. Save your email receipt from PELSB as you will be asked to submit the proof of payment at a later date.

*Experience having worked in an urban, multicultural education field desirable.

*Availability and flexibility in your schedule to accommodate the District's day to day needs.

*Knowledge of subject matter, classroom management techniques and best practices.

Application Procedure:

Complete and submit an online application. Upload and/or attach a recommendation letter, cover letter and resume if you have these items.

Selected candidates will be contacted via email with substitute On-Boarding information.

Orientation Information:

On Boarding consists of a 20-30 minute overview of the district absence reporting system called Red Rover along with reviewing policies and procedures.

Hired applicants are required to complete a minimum of two days of training with the district substitute teacher trainer.

Applicants are required to start working within two weeks of completing a criminal background check and visiting the Office of Human Resources.

Selected candidates will receive an email confirmation from the Office of Human Resources with additional details regarding the On-Boarding process.

If you would like additional information, email Julie Jimenez Coles. @

jujimenez@rochesterschools.org or schedule a Google Meet or Skype meeting.

Commitment to Equity:

Rochester Public Schools is committed to diversifying its workforce to better reflect the community we serve.

We believe the practices used in recruiting, interviewing, hiring, supporting, and promoting staff must include and honor, at every level, those who represent the diverse identities of our schools and community.

<https://www.rochesterschools.org/equity-statement>

Attachment(s):

- [2022-2023 SUBSTITUTE RATES 7.1.2022 .pdf](#)

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.