

# Frequently Asked Questions: Substitutes

**How can I become a Shelby County Schools substitute?**

Applicants must complete a classified online application and attach the substitute job posting to begin the process. Substitute job postings will be listed monthly.

**What are the requirements for a teacher substitute?**

Teacher substitutes are required to have a Bachelor's Degree with a 2.5 GPA.

**What is the pay for a substitute teacher?**

Teacher subs earn \$98.06 per day. Certified Long Term Subs are required to be licensed in the area that he/she may be subbing and must be approved before beginning an assignment. They earn \$98.06 per day for 20 consecutive days and begin earning \$163.00 beginning the 21<sup>st</sup> day.

**What are the requirements for a Special Education assistant or an Early Childhood assistant substitute?**

Special Education assistant or Early Childhood assistant substitutes are required to have successfully passed the ParaPro Assessment Test or have an Associate's Degree or 48 college credit hours.

**What is the pay for a Special Education assistant substitute and an Early Childhood assistant substitute?**

SPED and EC assistant substitutes earn \$10.40 per hour.

**What is the pay for clerical substitutes?**

Clerical substitutes earn \$10.42 per hour.

### **What is the procedure after applying for the job posting?**

When applications and job postings have been completed, applicants will be notified via email regarding their orientation date and processing. Please keep all email addresses and phone numbers current in your application.

### **When will I be approved to substitute?**

Applicants that have been approved and have completed the orientation process will be loaded into the SCS payroll and substitute system. Substitutes will be contacted via email with their Access ID and PIN information. Substitutes will then call Smart Find Express to voice/register before accepting their first substitution job.

### **How do I access the Smart Find Express substitute system?**

- Phone: 452-2000
- Website: <https://webcenter.mcsk12.net/>