

# BALTIMORE COUNTY PUBLIC SCHOOLS

## Miscellaneous Pay Rates for Substitutes, Temporary, and Contractual Employees, 2014-15

*Effective August 9, 2014*

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. 410-887- 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 high school diploma or its equivalent, if applicable; and 4) completion of orientation, if applicable. Requests for contractual hires must include a start and end date and a list of duties.

Substitutes	Daily	Long Term	
Teacher			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	\$ 84.58	\$ 114.78	
Nondegreed	\$ 66.45	\$ 84.58	
Critical need		\$ 195.46	
Paraeducator	\$ 63.57	\$ 75.47	Substitute paraeducators are paid for working either a half day or full day (see above). Report their time worked on the Substitute Time Sheet. Be sure to indicate that the employee is a paraeducator.
Nurse AA or Nursing Diploma Bachelor Degree	\$ 175.11 \$ 186.62	\$ 175.11 \$ 186.62	Nurses and their substitutes use SFE.

Summer School Rates	Hourly	Other Approved Rates	Hourly	Daily	
Teacher	\$ 45.21	<b>Teachers</b> (Daily based upon 6 hours 30 minutes) Curriculum workshops Staff development attendee presenter Inservice course instructor ESOL, Home & Hospital tutor, tutor Teacher foreign language interpreter *per credit hour			
Substitute teacher					
	degreed \$ 23.74			\$ 39.56	\$ 257.14
	nondegreed \$ 16.96			\$ 28.26	\$ 183.69
	highly qualified \$ 33.91			\$ 33.91	\$ 220.42
Paraeducator	hourly rate of pay			489.04*	
Summer only paraeducator	\$ 17.50			\$ 28.26	
Substitute paraeducator-	highly qualified \$ 14.85				
Substitute paraeducator-	non-HQ \$ 10.62				
Health assistant	hourly rate of pay			\$ 32.29	
Summer only health assistant	\$ 17.50				
Occupational therapy asst.	hourly rate of pay				
Summer only occupational therapy asst.	\$ 19.38				
STAR TEST facilitator	\$ 17.50				
Clerical support	\$ 13.58				

Alternative Learning				
Position	Hourly			
Clerk I	\$ 9.38	Teacher/degreed nurse	\$ 33.91	
Clerk II	\$ 11.17	GED instructor/teacher	\$ 28.26	
Secretary I	\$ 11.73	Book team	\$ 17.50	
Admin secretary I	\$ 12.65	Substitute teacher degreed	\$ 23.74	
Admin secretary II	\$ 13.58	nondegreed	\$ 16.96	
Paid helper II	\$ 12.00	Highly qualified (HQ) paraeducator	\$ 14.85	
Additional assistant	\$ 9.72	Substitute paraeducator (not HQ)	\$ 11.61	

Other Approved Rates				
Position	Hourly			
Paid helper/KG assistant	\$ 9.72	Early intervention assistant	\$ 12.00	
Additional assistant	\$ 9.72			
Lunchroom assistant	\$ 8.88			

08/09/14

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### Office of Staffing

#### Clerical Support - x7870, Transportation Substitutes - x7871, Building Service Worker Substitutes 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 high school diploma or its equivalent; 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.

Temporary/ Contractual Position	Hourly	Clerical Support*	Hourly
Building service worker	\$ 9.92	Office assistant/clerk/data entry I	\$ 9.38
Bus driver	\$ 12.00	Office assistant/clerk/data entry II	\$ 11.17
Bus driver (retire/rehire)	\$ 16.45	Office secretary/fiscal assistant I	\$ 11.73
Bus attendant	\$ 9.03	Administrative secretary I	\$ 12.65
Bus attendant (retire/rehire)	\$ 12.86	Administrative secretary II	\$ 13.58
Cafeteria worker	\$ 8.88	*Rates of pay are based on the scope and complexity of the assignment and the knowledge, skills, and abilities required. Most clerical support positions require the successful completion of a skills assessment. Contact the Office of Personnel to discuss classification and compensation.	
Health assistant	\$ 13.13		
Service coordinator	\$ 17.60		