

## Frequently Asked Questions

This section of the website is to try and address common questions asked on a variety of issues. If you do not see an answer to your questions, please contact our office at [subclerk@d93.k112.id.us](mailto:subclerk@d93.k112.id.us)

### Q. What are the requirements to be a substitute?

1. You must be a high school graduate and be at least 21 years old.
2. You must complete an online application.
3. You must pass a criminal background check.
4. You must be fingerprinted.
5. You must attend a substitute orientation.

### Q. What is my role as a substitute teacher?

As a substitute teacher, you will play a vital role in the daily education of our students. Substitute teachers also have the responsibility to provide a stimulating learning environment for students. As a substitute teacher, you accept the function within the role of the regular classroom teacher, with the same professional standards, some of which include:

- Keep students on task
- Engage students in the lesson materials
- High expectations for student achievement
- Ability and willingness to work within a variety of classroom structures
- Maintain a high level of professionalism inside the classroom and on campus while serving as an example to our students

### Q. What is substitute teaching like?

Subbing can be totally different experiences. As a substitute teacher you are always on call. You can be called at the last minute, so you should always be prepared. Subbing can vary by school, just like regular, full-time classroom teaching. Every job is different from the last job and no two sub jobs are the same.

### Q. Is substitute teaching challenging?

Yes! If you go in with confidence, you will do Great!!. If you feel insecure it will show too. In general, kids want to do good because they want you to leave a good report for their regular teacher, but there will always be kids who will test you. We will be help you as much as we can with tips and training! Watch for more information.

### Q. How do I apply to be a substitute teacher?

All applications are done online at [www.d93jobs.com](http://www.d93jobs.com). Fill out the application and you will be contacted by the school district and given further instructions.

### Q. Why do I need to be fingerprinted?

Bonneville Joint School District #93 requires that all substitutes must be fingerprinted prior to the first day of teaching. Substitutes are required to pay for their own fingerprinting. The cost is \$27.00. If you work ONLY in School District #93, your fingerprinting will be paid for by the District.

**Q. Can I pay by credit card for fingerprinting?**

No, we do not accept credit cards. Please bring cash or a check to pay for fingerprinting.

**Q. How much do substitute teachers make?**

Rates of pay for substitute teacher vary. The School District's pay schedule is listed on the web site. Long-Term substitutes may get increased pay the longer they work in one assignment. Current pay is located at [www.d93schools.org/25/Content/substitute](http://www.d93schools.org/25/Content/substitute)

**Q. Do substitute teachers receive benefits?**

No.

**Q. How and when are substitutes paid?**

Substitutes are paid monthly on the 20th of the month following the month in which you substituted. Example: Any subbing you do in the month of April, you will get paid on May 20<sup>th</sup>. Your checks are automatically deposited into your bank account.

**Q. Am I guaranteed employment and how often can I work?**

Substitute teachers are not regular part-time or full-time employees. Substitutes are employed on an as needed basis and therefore are not guaranteed employment by the school district. However, good substitutes who have shown a good work ethic and work well with teachers and students are called often to sub.

**Q. How do I get scheduled to sub?**

Bonneville Joint School District #93 has implemented an online/phone calling system. Frontline Absence Manager (Aesop). You can log on by internet or call in 24 hours a day to see what jobs are available. This system will also call or send you emails concerning available positions.

**Q. Can I work at certain schools or do I work for all schools?**

We hope that you will make yourself available for all schools, but you can also choose to work with just certain age groups, i.e. elementary students only, so that would limit your jobs to certain schools.

**Q. Are there any down times to subbing?**

Yes. During the first few weeks of the school year there will be very few jobs available, but don't get discouraged, soon there will be plenty of jobs! The last month of school is very busy and we hope you will make yourself available for as many jobs as possible!

**Q. Why don't I get more phone calls to sub?**

Some times of the year are slower than other times of the year. Remember, substitute teachers are always on call. We have no control over when the full-time teachers will be gone and for what reason. All we can do is sit back and wait for assignments to come our way as they become available to us.

Being that one full year of a child's K-12 education is taught by substitute teachers, I wouldn't worry too much about the calls.

**Q. What happens if I get a call late and I can't be there for the start of school?**

If you can arrive within a reasonable amount of time (no more than 45 minutes) from the call, then accept the job! You MUST contact the SubClerk at (208)557-6821 to let us know what time you will be arriving. We try to be accommodating to ensure the schools have the coverage they need.

**Q. Can an employee request me as a substitute?**

Yes. After the teacher has made contact with the sub, they will contact the SubClerk that they are requesting you as their sub and the SubClerk will make the assignment in the system. Remember, you will have to accept the job in order to make the transaction complete.