Substitute Teachers / Substitute Administrators -

Persons wishing to substitute for Pickerington Local Schools are to contact Bobbi Williams at the Fairfield County Educational Service Center (740) 653-3193 to begin the application and approval process.

- The Educational Service Center will forward approved names to our district for approval by the PLSD Board of Education. Substitute pay is subject to all applicable federal, state and local taxes. Additional deductions will be taken for STRS contributions and Medicare tax.

- Once approved by the PLSD Board of Education, you will be set up in the Automated Substitute Placement & Absence Management (AESOP) system.

- Substitutes should dress in a style that reflects good grooming and professionalism.

- Substitute teacher daily rate of pay is $90; pro-rated for half-day assignments. Starting with the 21st day of subbing (based on a full work day) during a given school year; the substitute rate will be $100. Substitutes assigned to one specific teaching position shall after 60 consecutive days (long-term) will be placed on the teacher’s salary schedule at the BA-0 salary level.

- Pay rate for retired substitute teachers will be at $100 per day and starting with the 21st day the rate will be $110 (based on a full work day).

- Payment on the teacher’s salary schedule for long-term assignments will not be retro-active to the first day of substituting.

- Substitute teachers and substitute administrators are paid the 5th and 20th of each month, pending submission of days worked.

- Substitute teachers and substitute administrators will be contacted by the district’s AESOP Manager if his/her Child Abuse Reporting document needs to be updated for record purposes.

Substitute placement for the school district does not imply permanent employment with the district. Substitutes are used on an “as-needed” basis, and implies no guarantee to any specific number of days of substituting. The school district reserves the right to determine its specific needs for substitute employees.