

SUBSTITUTE TEACHER and/or SUBSTITUTE PARAPROFESSIONAL
How do I start the process to become a Substitute Teacher and/or Substitute Paraprofessional (teacher's aide)?

1) Complete Substitute Teacher/Paraprofessional Training Course

IMPORTANT - In order to be eligible to become a Substitute Teacher/Paraprofessional you would be required to attend substitute teacher training (at your own expense). I have listed three (3) options below to register for Substitute Teacher training:

- 1) Training at **CESA 1** (2 day training in Pewaukee)
- 2) Training at **CESA 2** (online)
- 2) Training at **CESA 6** (1 day training in Oshkosh)

**Participants must hold an Associate Degree or higher from an accredited college or university per DPI PI 34.032 as of August 1, 2018.*

NOTE: You must possess an Associate degree or higher degree to be eligible.

Training Details

OPTION 1 = CESA 1 (Pewaukee) Substitute Teacher Training = \$250 cost

Link to Register

= https://www.cesa1.k12.wi.us/programs/sub_teacher_training/index.cfm

CESA 1 - 2020-2021 Training Dates **NOTE:** Must attend both days for certification

February 9-10, 2021 (Tuesday & Wednesday)

April 12-13, 2021 (Monday & Tuesday)

May 17-18, 2021 (Monday & Tuesday)

OPTION 2 = CESA 2 (online) Substitute Teacher Training = \$150 cost

Enroll online using this link = <https://www.cesa2.k12.wi.us/programs/subtraining/>

OPTION 3 = CESA 6 (Oshkosh) Substitute Teacher Training = \$100 cost

Link to Register = <http://www.cesa6.org/services/substitute-teachers/>

Link to Informational Flyer

= <https://drive.google.com/file/d/1gNkDmFSr0Yrh26pIU0uxohZInBANCPq9/view>

CESA 6 - 2020-2021 Training Dates

January 23, 2021 (Saturday)

March 17, 2021 (Wednesday)

May 5, 2021 (Wednesday)

June 2, 2021 (Wednesday)

2) Once training is complete, be sure to submit your DPI license application through Educator Licensing Online (ELO).

Link = <https://dpi.wi.gov/licensing/apply-educator-license>

Important Notes for both positions: Substitute Teacher and/or paid Substitute Paraprofessional (teacher's aide)

* There is not a minimum or maximum number of sub assignments that you need to work/accept. However if you accept a sub assignment, it is expected that you fulfill that work obligation.

* Substitute Teacher openings would be available in half day or full day assignments. Substitute Paraprofessional openings would be in hour increments from 3.50 - 7.50 hours depending on the sub assignment.

* 2020-2021 Pay Rates for Substitute Teacher and Substitute Paraprofessional (Aide)

Substitute Teacher – Daily Rate	Substitute Paraprofessional – Hourly Rate
1 st 15 full days worked = \$120 per full day	Certified Rate* = \$15.50 per hour
After 15 full days worked = \$130 per full day	*Certified Rate is in effect for someone who holds a current DPI license
Long Term Sub = \$210 per full day and requires DPI certification in a specific subject area and/or grade level. These opportunities are posted separately on WECAN	

If you have any additional questions, please do not hesitate to contact the Human Resources Office (see contact information below):

HR Office General Email: hr@wfbschools.com

HR Office Phone #: (414) 963-3960