

BALTIMORE COUNTY PUBLIC SCHOOLS

Miscellaneous Pay Rates for Substitutes, Temporary, and Contractual Employees, 2009-10

These rates are effective July 1, 2009. New rates will become effective January 2010.

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 Support Services Personnel to determine the appropriate rate of pay PRIOR to making any salary commitment to a prospective employee.

Office of Temporary Services, 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. Administrators wanting to hire a contractual employee must provide the duties to be performed and the estimated length of the assignment.

Substitutes	Daily	Long Term	
Teacher			Substitute teachers are paid for working either a half of a day (up to 3 hours 15 minutes) or a full day (> 3hours 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	\$82.92	\$112.53	
Non-degreed	\$65.15	\$82.92	
Paraeducator	\$58.70	\$67.67	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	\$154.12	\$154.12	Nurses and their substitutes use SFE.

Summer School Rates	Hourly	Other Approved Rates	Hourly	Daily	
Teacher	\$43.68	Teachers (Daily based upon 6 hours 30 minutes)			
Substitute teacher			Curriculum Workshops	\$38.22	\$248.43
		Staff Development	Attendee	\$27.30	\$177.45
			Presenter	\$32.76	\$212.94
Paraeducator	Employee's hourly rate of pay*	Inservice Course Instructor		\$472.50/credit hour	
STAR TEST Facilitator	\$17.50	ESOL, Home & Hospital Tutor, Tutor	\$27.30		
Clerical Support	\$13.31	Teacher Foreign Language Interpreter	\$31.20		
		Alt. Ed. Evening & Saturday School	\$32.76		
Other Approved Rates	<i>* summer 09 - paid flat rate. Adjustment to higher of flat vs. hourly rate made at end of summer</i>				
Paid Helper/KG Assist.	\$9.20	Lunchroom Assistant	\$8.40		
Personal Assistant	\$9.20				

Office of Support Services Personnel, 7869

The Office of Support Services Personnel 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; 8) the LDPR to which the salary will be charged.

Temporary/ Contractual Position	Hourly	Clerical Support*	Hourly
Building Service Worker	\$8.66	Office Assistant/clerk/data entry I	\$9.20
Bus Driver	\$11.32	Office Assistant/clerk/data entry II	\$10.95
Bus Attendant	\$8.55	Office Secretary/Fiscal Assistant I	\$11.50
Cafeteria Worker	\$8.40	Administrative Secretary I	\$12.40
Health Assistant	\$10.41	Administrative Secretary II	\$13.31
Service Coordinator	\$15.00	*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 Support Services Personnel to discuss classification and compensation.	