



Certificated Substitute Pay Schedule

Daily Rate	Long-Term	Extended Long-Term	Incentive
Rate per day	Rate for working 20-30 consecutive school days in the same classroom (retroactive to day 1)	Rate for working 31+ consecutive school days in the same classroom (retroactive to day 1)	Substitutes will receive a \$300 incentive after working 20 days in a fiscal year
\$250	\$275	\$300	\$300 one-time payment

- Substitutes must first register with and be placed on the Certificated Substitute list managed by the Napa County Office of Education.
- After registering with Napa COE, please contact SueVon Daniels sdaniels@pvk8.org stating your interest in working at Pope Valley Elementary School. You may be asked to submit a resume and/or attend an interview. Pope Valley Elementary School uses Ready-Sub substitute management system. Once you contact the school and are approved to be a substitute, you will be given login access to Pope Valley's Ready-Sub account.
- Substitutes on "long-term" or "extended long-term" assignments are expected to prepare lessons with guidance of the regular classroom teacher and principal.

Rates updated and approved by the Board of Trustees on 11/29/2022

Effective Date: 12/1/2022