

# Substitute Office

Dallas Independent School District  
9400 North Central Expressway  
Suite 1400  
Dallas, TX 75231

Phone: (972) 925-5420  
Email: [substitute@dallasisd.org](mailto:substitute@dallasisd.org)

General Walk In Hours:

Tuesday's 9:00AM- 10:00AM CST

Thursday's 2:00PM- 300PM CST

## 2016-2017 Substitute Online Application

Thank you for your interest in substitute employment with the Dallas Independent School District. Our online application system (AppliTrack) allows applicants to submit and update application information electronically from any device with internet access. Interested individuals are encouraged to complete an application online. **Completing the substitute application does not guarantee a substitute employee position.** In addition, substitute teachers may be terminated from service at any time. Please click the link below to complete the application.

### [Substitute Online Application](#)

You will be contacted should your qualifications match the District's needs.

## Basic Functions

Substitute *teachers* are responsible for ensuring that student learning and school experiences remain uninterrupted in the absence of the teacher of record. By accepting a substitute teaching assignment in one of our schools, employees are expected to effectively manage student behavior and academic instruction. We also encourage all substitute employees to cultivate and maintain professional relationships with campus employees.

## 2016-2017 Substitute pay rates based on qualifications

Position	Daily Rates	Qualifications
Teacher Non-degreed	\$75.00	60 or more credit hours from an accredited university
Teacher Degreed	\$85.00	Bachelor degree or higher from an accredited university
Teacher Certified	\$95.00	Degree from an accredited university & certification
Teacher Assistant	\$58.00	Accredited high school diploma or equivalent
Clerk	\$58.00	Accredited high school diploma or equivalent
Media Specialist	\$95.00	Degree from an accredited university & certification
Nurse	\$130.00	Degree from an accredited university & license
Counselor	\$260.00	Degree from an accredited university & certification
Principal	\$374.50	Degree from an accredited university & certification
Assistant Principal	\$279.36	Degree from an accredited university & certification

**Retirees:** Dallas ISD welcomes the expertise and experience of retired educators. **Retirees from Dallas ISD who wish to substitute teach must complete an online application.** Please contact Benefits at 972-925-4200 for guidelines

within your particular retirement plan to avoid possibly jeopardizing your benefits.

## ABSENCE MANAGEMENT

Our District uses the Absence Management (formerly Automated Educational Substitute Operator) to administer employee absences and substitute employee assignments. With it, campus employees create assignments, and substitute employees search and accept available positions based on their personal settings. AESOP may be accessed via phone or online seven days a week from 5:00 a.m. to 8:00 a.m. and 5:00 p.m. to 9:00 p.m. To verify a substitute's availability please follow these [instructions](#).

### Substitute Tools

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- [Substitute Handbook](#)
  - [The Hiring Process – A Quick Reference Guide](#)
  - [2016–2017 Map of Schools](#)
  - [Substitute Benefits](#)
  - [Technology Information](#)
  - [2016–2017 Student Calendar](#)
  - [2016–2017 Student Code of Conduct](#)
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### Important District Policies

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- [Bullying/Harassment](#)
  - [Child Abuse](#)
  - [Discrimination, Harassment, and Retaliation](#)
  - [Drug-free Workplace](#)
  - [Student Discipline](#)
  - [Searches and Alcohol and Drug Testing](#)
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### Locate Your School

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- [Elementary Schools](#)
- [Middle Schools](#)
- [High Schools](#)

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