



# PASADENA INDEPENDENT SCHOOL DISTRICT

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## Substitutes

**Current Substitutes:** Please note the new phone number and URL for SmartFindExpress 832-783-9905  
<https://pasadena.eschoolsolutions.com>

The previous number and web address are no longer valid.

Thank you for your interest in the Pasadena Independent School District; we will be accepting applications for Substitute teachers, teacher's aides and nurses March 13, 2016.

### How do I become a substitute for Pasadena Independent School District?

You must complete the following:

- Apply for Substitute Teacher, Nurse and/or Aide
  - Click **Apply Now**
  - Type **Substitute** in Search field
  - Click **Apply**
- A minimum of 30 semester hours of college credit (verified by official transcripts) for teacher
- A high school diploma or GED for paraprofessional-teacher's aide and/or clerical
- Valid RN or LVN License for nurse
- Excellent people skills
- Proficiency in English language
- Complete On-line Orientation and Behavior Management Training at your own pace offered by the district
- Cleared National Criminal History, which includes a \$47 fee, at time of fingerprinting by credit card only

#### Hiring Process

1. Application is reviewed for minimum requirements of the position.
2. Fingerprint request is emailed to each qualified applicant.
3. Orientation Invite is emailed to all applicants who respond to fingerprint request.
4. Once Orientation is completed, fingerprint status is emailed, either in TEA database or needs to be printed.
5. Upon approved fingerprints, a follow up email will be sent out with instructions of time and place for new hire paperwork.

**All communication will be via email. Please check your bulk and spam mail regularly.**

### Substitute Teacher/Nurse Salary

Bonus Pay for substitute teachers and nurses only-\$200.00 every 20 days worked

**Daily Substitute Rates**

**Long Term Substitute Rates**  
*(more than 10 days)*



[Substitute Handbook](#)

[SmartFind Express Substitute Quick Reference](#)

[Apply Now](#)

Substitutes - Pasadena Independent School District

Certified Subs - \$90	Certified Subs - \$120
Degreed Subs - \$80	Degreed Subs - \$95
Non-Degreed Subs - \$75	Non-Degreed Subs - \$85
Licensed Vocational Nurse - \$85	Licensed Vocational Nurse - \$95
Registered Nurse - \$105	Registered Nurse - \$120
	Retired Educator - Standard rate

**Substitute Teacher Aide/Clerical Pay Rate**

Instructional and Clerical Aide-\$8.00 per hour or \$64.00 per day. On call basis.

Substitute employees are **Not Eligible** for health **benefits** or unemployment compensation during school holidays and/or breaks including summer break.

The Pasadena Independent School District is an equal opportunity employer and provides equal access for all students.

Pasadena ISD  
1515 Cherrybrook Lane, Pasadena, Texas 77502  
Phone 713-740-0000



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