

# Substitute Information

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Pelican Rapids School District

2020-21 School Year

Updated 7-23-2020

# Substitute Teacher Information

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- To be a substitute teacher in MN, you must obtain your three-year short-call substitute teaching license from the state of MN.
- A short-call substitute teacher is one who subs day to day NOT to exceed 15 consecutive days replacing the same classroom teacher. In other words, a short-call sub can't replace the teacher of record on maternity leave, medical leave, extended leave, etc.
- Requirements: bachelors degree in any area, completed online application, fingerprint card, official transcript, employee packet at PR.
- Rate of pay for substituting in licensed position is \$125/day.

# Step 1: apply for short-call substitute teaching license.

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- To apply and pay online for a three-year short-call substitute teaching license, follow the link below:
  - <https://public.education.mn.gov/CELApplication/>
  - The cost is \$91.95 for first time applicants
  - MN Fingerprint Card
  - Official transcript (to be sent in with your application)

## Step 2: apply to substitute teach at PR.

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- Complete employee packet at PR District office.
  - MN BCA background check (\$15)
    - If you have completed this within the last year at another school, you can request that school to send it to PR.
    - If you have received your short-call substitute license within the last year, you will not need to complete the MN BCA background check.
  - To complete employee packet, we will need a copy of your social security card and drivers license.

# Substitute Paraprofessional Information

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- No license or degree is required to substitute as a paraprofessional.
- Rate of pay for substituting in non-licensed position is \$13.00/hour.
- To become a substitute paraprofessional in PR, complete employee packet at PR District office.
  - MN BCA background check (\$15)
    - If you have completed this within the last year at another school, you can request that school to send it to PR.
  - To complete employee packet, we will need a copy of your social security card and drivers license.

# Link to Statute

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- <https://www.revisor.mn.gov/rules/8710.0325/>