

# **WELCOME TO GROVE PUBLIC SCHOOLS**

## **SUBSTITUTE TEACHER - GENERAL INFORMATION**

### **WAGES:**

**CERTIFIED: \$75.00 PER DAY**

**NON-CERTIFIED: \$51.00 PER DAY**

### **SUBSTITUTE TEACHING PAYROLL PERIOD:**

**The 26th day of each month to the 25<sup>th</sup> day of each month.**

**Payday is the 10<sup>th</sup> of the following month.**

**1-3 hours = ½ day**

**4-7 hours = full day**

Checks are mailed from the Superintendent's office by 2:00pm on the 10<sup>th</sup>. If you do not want your check to be mailed, it will need to be picked up prior to 2:00pm.

**Application packets can be picked up at the Superintendent's Office. (Located in Grove Middle School.) Upon completion, please return all information to the Superintendent's office.**

Applications will be sent to building principals. The building principal or designee will call the substitute.

**Substitutes must re-apply each school year. Special applications are available in the Superintendent's office.**

**CERTIFIED TEACHERS NEED TO BRING OKLAHOMA TEACHING  
CERTIFICATE SO WE CAN KEEP A COPY IN OUR FILES.**