



EL PASO INDEPENDENT SCHOOL DISTRICT
6531 Boeing Dr. El Paso, TX 79925
(915) 230-2000

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★ Educate, Graduate, Excel! ★

Employment Information

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Substitute Teaching

Applications are currently being accepted for applicants holding valid Texas teacher certification.

Substitute Pay Rates

[2015-2016 Sub Pay Rates](#)

The Substitute Teacher:

A. Requirements

1. OFFICIAL transcripts from an accredited college or university. A degreed (Bachelor's or Master's) substitute must have on file an OFFICIAL transcript indicating degree conferred.
2. Letter of completion will NOT suffice.
3. Three references.
4. Have his/her own transportation.
5. Must reside in the United States.
6. Speak, read and write English.

B. Retired Teachers - Employment After Retirement

Service Retirees - Beginning one month (two months for a person who retired May 31 but worked no later than June 15) after the retirement date, retirees may work in a Texas public school without affecting their annuity:

- As a substitute at no more than the employer's daily substitute pay rate for an unlimited number of days during a school year.
- On a one half-time or less basis during any month, or
- Beginning in the school year after the retirement date (for example, October for August retirement), retirees may work in lieu of all other Texas public school employment on as much a full-time basis for six months during a school year (September 1 through August 31).

For the purposes of employment after retirement the definition of school year is September 1 - August 31. One-month separation from service before employment in public education is also required of a person retiring from ERS who used TRS service transferred at retirement or benefit calculations.

Disability Retirees - Beginning one month (two months for a person who retired May 31 but worked no later than June 15) after the retirement date, a disability retiree may work in a Texas public school for no more than 90 days during a school year:

- As a substitute at no more than the employer's daily substitute pay rate, or
- In a position other than substitute at no more than a one-half time basis.

C. Texas Teaching Certificates

Applicants who hold a valid Texas Teaching Certificate are required to file their certificates with Human Resources. Approval of Texas Education Agency is to be obtained by the Human Resources Department for all applicants not holding a valid Texas Certificate.

Substitute teachers with a valid Texas teaching certificate will be paid the "Certified Teacher" rate only if the following conditions are met:

1. The position is a vacancy or long term status, and
2. The substitute is certified in the discipline of the vacancy.

Fingerprinting Information

- [Fingerprinting Process for Certified Substitutes](#)
- [Fingerprinting Process for Non-certified Substitutes](#)

Substitute Employment Application

Click here to access the [online application for Substitute Employees](#).

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Employee Resources

- MY EPISD Login | New Hires
- Zimbra Email
- MY for Substitute Employees
- TEAMS Employee Service Center

Contact Us

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The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

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