

ORIENTATION FAQs

Welcome to Sumner County Schools. You are a vital part of our district. We have provided frequently asked questions for you to have as a quick guide.

- **Can a substitute teacher choose when to work?**
In short, yes, you have the flexibility to make your own schedule. Sumner County Schools request substitutes work a minimum of 3 days per month.
- **What is a Substitute Teacher paid per job?**
Sumner County Schools pays our substitute teacher daily rates based on position type. Note, there are half-day positions available, which are to be paid at exactly half of the daily rate.
Classified position
\$100.00 – **ALL** Substitutes who sub in a classified position will be paid this amount regardless of degree or teaching license held.
Certified positions
\$100.00 – Substitute in a certified position without a degree
\$115.00 – Substitute in a certified position and must have a bachelor's degree or higher
\$150.00 – Substitute in a certified position and have an active Tennessee teaching license
\$150.00 – Substitute in a certified position and must have retired from Sumner County Schools
- **When are substitute teachers paid?**
Payroll is issued on the 15th of each month. Pay period cutoff is the last Friday of each month. Substitutes are paid in arrears for jobs worked in the previous month.
- **Where does a substitute teacher report upon arrival to school?**
Check in is at the front office of the school. This is where you will receive a substitute packet with important information for the day and your substitute badge.
- **What do I need to do on my planning period?**
You will need to reach out to the office staff to see if they need additional assistance in that timeframe.
- **Can I leave for the day if my planning period is the last period/block of the day?**
No, please reach out to the office staff to see where you can be utilized for the remainder of the school day.
- **Who will contact me about jobs?**
You may receive your jobs in multiple ways. You can go online into the Frontline/AESOP system to review jobs and accept. You can receive calls from schools you are familiar with. You can be contacted by teachers in person regarding jobs.
- **What is the procedure for job cancellation?**
Please reach out to the school you are to be working for immediately to let them know if you must cancel a job. We ask you give them a 24–48-hour notice as courtesy.