




2022-
2023



SUBSTITUTING AT WACONIA PUBLIC SCHOOLS

#WEareONE10



DID YOU KNOW?

I love substituting in Waconia Public Schools! I am always warmly welcomed, the staff is so supportive, and I am treated professionally. The best part is the awesome students! They are hard working, friendly, and helpful. Substituting in this district is a great, flexible, rewarding job!

-Katy
Substitute Educational Assistant

FACTS ABOUT SUBSTITUTING AT ISD #110

Substituting is:

Flexible! Choose the days you work and how long you'd like to work (full-days, half-days, certain hours of the day).

Unique to You! Choose the schools/education levels that fit you.

Rewarding! Help support our district's commitment to ensuring that each student is ready for their future.

Consistent! You'll know what hours you'll be there before even accepting a job, and you'll have notes available for you when you arrive.

On Student Days Only! Work in line with your child's school schedule. (No working on Winter/Spring breaks or during the Summer!)



TWO TYPES OF SUBSTITUTES

Waconia School District has
two types of classroom
Substitutes.

SUBSTITUTE TEACHERS

**SUBSTITUTE EDUCATIONAL
ASSISTANTS**

SUBSTITUTE TEACHER

Deliver lesson plans provided by the absent teacher
and manage the classroom.

Background Requirement: Bachelor's Degree in any
field and a Short Call Substitute License (which is an
online application).

Pay Rate: \$130 for full-day or \$62.50 for half day

[Short Call Substitute Teaching License Guidance](#)

SUBSTITUTE EDUCATIONAL ASSISTANT

Help Students and Teachers with their daily lesson
plans and activities.

Background Requirement: HS Diploma or GED

Pay Rate: \$15.00/hour

SELECTING A SUBSTITUTING JOB

What You Can Expect

- View and select Substitute jobs on the Frontline app or over the phone.
- Work whenever and the length of time you want. Substitute needs are added to Frontline daily for all of our schools in various increments of time.
- Have your own Substitute profile in Frontline where you can specify your preferred work days, communication preferences & school buildings and view & accept jobs.

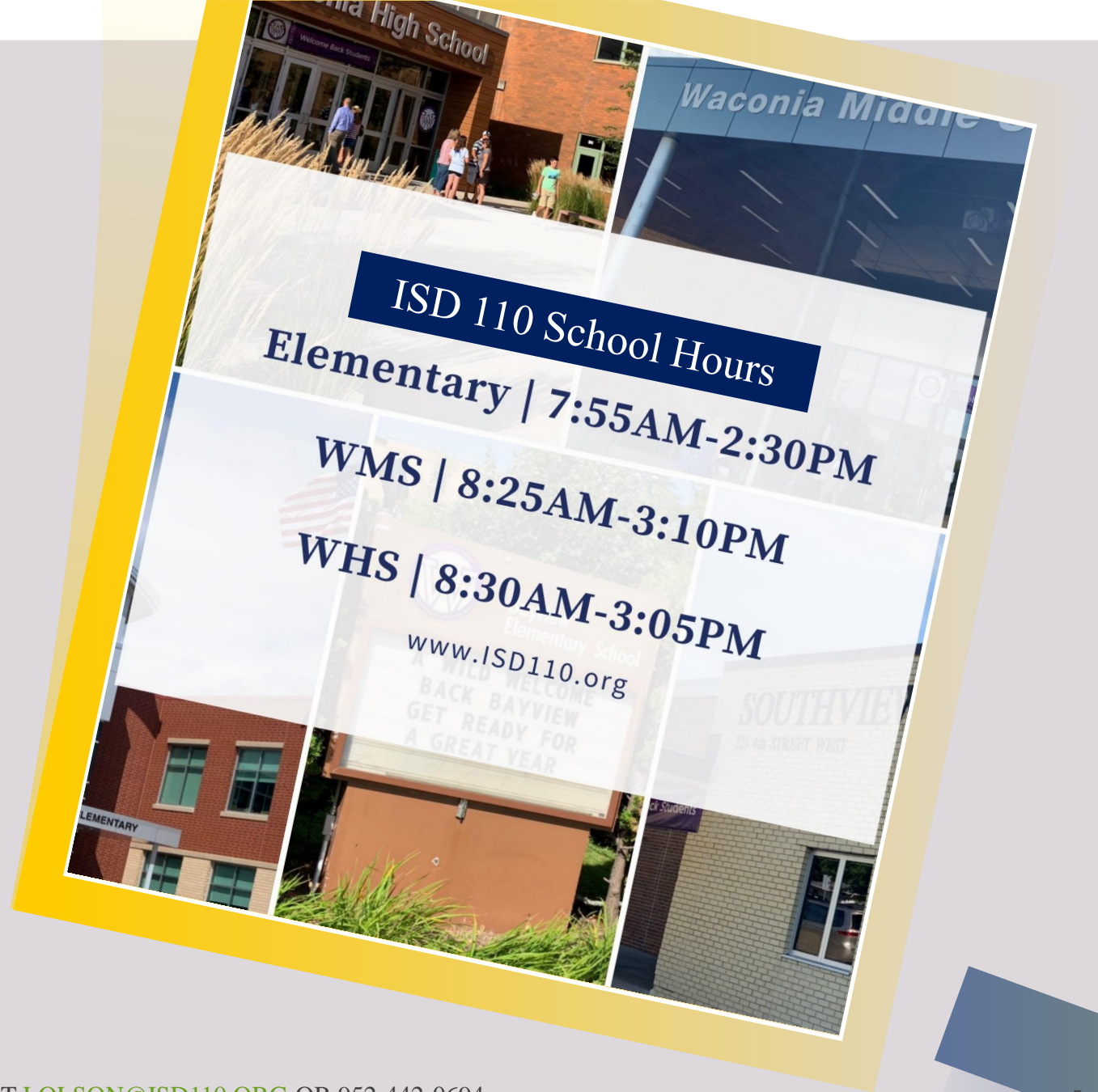


CONTACT LISA OLSON AT LLOLSON@ISD110.ORG OR 952-442-0694.

WHEN YOU ARRIVE

What You Can Expect

- Building Secretaries will greet you when you arrive, give you lesson plans and show you where to go.
- Teachers, Educational Assistants, and Building Secretaries will answer any question you have.
- Everyone in the school building will be happy to see you!



DURING YOUR DAY

What You Can Expect

- Students who are excited to see a new face.
- Helpful Teachers, Educational Assistants, and Building Secretaries who will answer any questions you have throughout your day.
- A variety of activities for you to lead and/or assist with.
- Predictable start and end times to your work days!



CONTACT LISA OLSON AT LOLSON@ISD110.ORG OR 952-442-0694.

FREQUENTLY ASKED QUESTIONS

Contact Lisa Olson

lolson@isd110.org

952-442-0694

with any questions.

Where do I go when I arrive?

Check in at the front office. They will greet you, give you a Substitute folder (includes sub notes, a building map, schedule, keys and anything else you need for the day) and then show you where to go.

Will Teachers/Educational Assistants leave lesson plans or notes?

Yes. Notes will be in the classroom or with the building Secretary.

Will there be someone there in the Teacher's absence who knows about the class/curriculum?

Yes. Teachers have Team Teachers who, within grades/subjects, work together on lesson plans/schedules. They can answer any questions!

How much do I get paid?

Teacher Subs - \$130/day, \$62.50/half day, or \$22/hour (if 2 hours or less)
Educational Assistant Subs - \$15.00/hour.

How do I accept a Substituting job?

Login to the Frontline app 24/7 or wait for Frontline to call you about Sub needs. You can accept jobs through either one.

How do I know if I'm qualified for the jobs I'm seeing/hearing about?

You will only see and get called about jobs that you are qualified for. This way, you don't have to hesitate about picking up a job!



General Information for Substitutes

[Substitute Handbook](#)

[Substitute Teacher Job Posting](#)

[Substitute Educational Assistant
Job Posting](#)

[ISD 110 Health and Safety Protocols](#)

WHAT OUR SUBS ARE SAYING

I have found the students to be exceptionally polite, have an exemplary work ethic, and a sense of humor. I didn't realize how much I missed teaching until I walked back into the classroom. An additional observation is in regard to the logistic side of working as a sub in 110. The ease of assignment, the thoroughness of the preparation with which teachers and coordinators greet me when I report is such a plus, especially if it is an assignment outside my comfort zone. I do confess that in chemistry I am out of my element, the I am indebted to you, the teachers, the administrators, and especially the kids for making this "redeployment" in my life a wonderful success.

-Steve, Teacher Sub

I have been subbing in the district since August 2021, and I have been loving every minute of it. I am a Waconia native and attended District 110 schools as a student. I have always loved the close-knit community of Waconia and I can feel it even more teaching in District 110. The support I have received from the staff at the elementary schools has been truly invaluable. The amount of information I've gained from subbing these past 3 months has truly better prepared me to become a full-term teacher. "We Are 110", has definitely resonated with me and I can personally say I couldn't be more proud to be part of the school district and community.

-Tatum, Teacher Sub



We Love Our Subs!

Thank you for considering
Substituting at ISD #110!



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