

# Make a Difference

Thank you for considering Green Bay Area Public Schools, the fourth largest school district in the state! As a district we serve more than 21,000 students in 42 schools, providing many opportunities for substitute educators to work with students of varying ages and in unique settings.

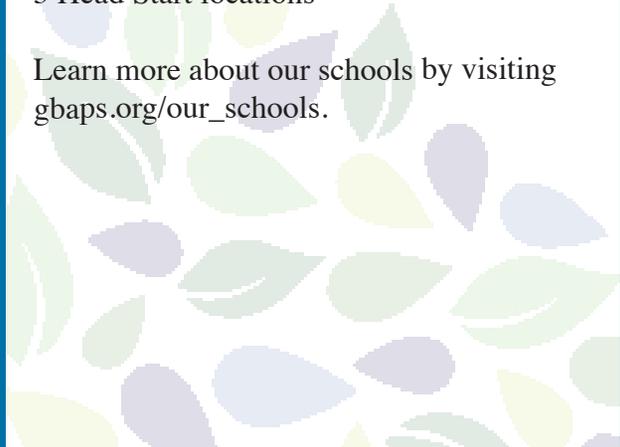
## Our Mission

We educate all students to be college, career and community ready, inspired to succeed in our diverse world.

## Our Schools

- 4 High Schools
- 1 Project-based charter school (8-12 grades)
- 4 Middle Schools
- 3 K-8 Schools
- 25 Elementary schools
- 3 Early Learning Centers
- 3 Head Start locations

Learn more about our schools by visiting [gbaps.org/our\\_schools](http://gbaps.org/our_schools).



## Five great reasons to substitute teach in GBAPS

1. Make a difference in the lives of students
2. Share your time and talents
3. Work with great colleagues
4. Choose when you want to work
5. Choose where you want to teach



**Green Bay Area Public School District**

*Engagement. Equity. Excellence.*

[www.gbaps.org](http://www.gbaps.org)



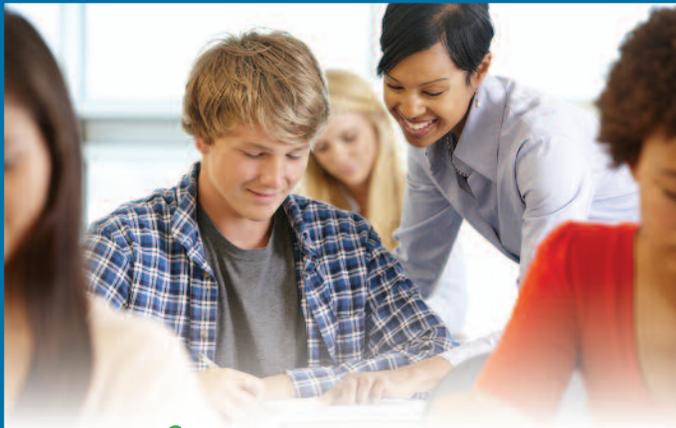
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# Join Our Team as a Substitute Educator



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## License Requirements

Individuals who have an associate degree or higher from an accredited college or university, but are not a licensed teacher who has completed a state-approved educator preparation program, will need a substitute permit.

State statues do require long-term substitutes to be a licensed teacher or a licensed substitute teacher. Long-term substitute positions require teacher license in the subject and grade level of the vacancy. An emergency license or permit may be granted to a long-term substitute.

## How to Apply

The Green Bay Public School District uses an online application system, Wisconsin Education Career Access Network (WECAN) to accept applications for all vacancies. In order to apply for employment with the District, you will need to have an active WECAN account and proceed through the online application process.

Please note that WECAN has recently redesigned their online application system. Applicants who previously had a WECAN account will need to create a new account and complete a new online application prior to

applying for a specific position. An account will need to be created in order to view the details of job postings. Visit our website ([gbaps.org](http://gbaps.org)) for more information and links to WECAN.

## Frequently Asked Questions

### *Is there a required number of days I need to work each school year?*

The District requests a substitute educator work a 20-day minimum throughout the school year. Half day assignments count as a day toward the 20 days. However, consideration is given for special circumstances.

### *Do I have choice in my assignment?*

Substitutes have the availability to set their visibility of open positions and may choose to sub only at a preferred school or may choose to sub at all schools in the District.

### *What is the rate of pay for substitutes?*

The District recently increased the rate of pay to \$150 per day or \$75 for a half day.

### *What is the pay for long-term subbing?*

A long-term subbing position is considered on the 21st consecutive day in the same position. Individuals who fill a long-term sub position (usually the result of an illness, maternity leave, etc.) are paid \$190 per day.

### *How are substitutes paid?*

All District employees are paid on the 16th and last day of the month. Substitute teachers are required to use the District's time clock system to record their time worked only for reporting purposes required under the Affordable Care Act.

### *Are benefits available for subs?*

Substitute teachers are not eligible for benefits unless they qualify for medical insurance under the Affordable Care Act.



## Who to Contact

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