

GENERAL INFORMATION



How to Apply

Individuals interested in serving as substitute teachers in the Hudson Independent School District should contact the Business Office of the Hudson Administration Office, 6735 Ted Trout Drive, Lufkin, Texas 75904 or call 875-9249.

Substitute Payroll Procedures

1. Substitutes MUST SIGN IN/OUT AND INDICATE WHICH TEACHER THEY ARE SUBSTITUTING FOR on the sign-in sheet located in the campus teacher workroom to be paid.
2. Substitutes will be paid for $\frac{1}{2}$ day if they are scheduled to work 7:30 a.m. to 11:30 a.m. or 11:30 a.m. to 3:30 p.m. Substitutes must work at least half of the next/previous class period to be paid for the whole day.

Salaries

Day to day substitutes **without** certification:

Pre-K through 8th grade receive \$60.00 per day;

Grades 9-12 receive \$70.00 per day;

Day to day substitutes **with certification**:

Pre-K through 8th grade receive \$80.00;

Grades 9-12 receive \$90.00 per day.

Extended leave substitute pay **without** certification:

(Extended leave is defined as 10 consecutive days for the same teacher)

Pre-K through 8th grade substitutes receive \$68.00

Grades 9-12 substitutes receive \$78.00

Extended leave substitute pay **with certification**:

(Extended leave is defined as 10 consecutive days for the same teacher)

Pre-K through 8th grade receive \$90.00;

Grades 9-12 substitutes receive \$100.00

Hudson ISD will require all employees to utilize Direct Deposit and will no longer print a hard copy of payroll checks. Direct Deposits are available to substitute teachers on the 25th of each month. If the 25th falls on a weekend or a holiday, deposits are made on the last workday before the 25th. All questions pertaining to payroll checks should be referred to the Payroll Clerk at 875-9201.