Mark West Union School District

Classified Substitute Informational Sheet

For salary information, please see the Classified Substitute Salary Schedule

Who may apply as a Classified Substitute? You do not need to have a credential, college degree or certificate in order to apply.

How do I apply to be a Classified Substitute? Please contact Rebecca Lacefield : rlacefield@mwusd.org.

How do I submit my timesheet? Time sheets (Pinks Sheets) are provided in the school office. Please complete one Pink Sheet per month for EACH school site for which you work each month. Pink Sheets must be submitted to the respective school offices NO LATER THAN the LAST day of each month. These are then signed by the Principal and submitted to the district office to be processed. If you have questions about pay or your Pink Sheet please contact Denise Morris: dmorris@mwusd.org

When would I get paid? All substitutes are paid on the 10th business day of the following month. If the 10th falls on a weekend or holiday, the closest earlier date is the pay date for that month.