



Paraprofessionals Working as Instructional Subs Fiscal Year 2023-2024

1. Using Paraprofessionals as Instructional Substitutes

- According to the contract, when an Educational Staff Professional is pulled to substitute, he or she will, after having worked at least 15 minutes, receive one (1) hour minimum pay. The ESP will then be paid \$7.75 per hour in addition to his or her regular salary, payable in 15-minute increments. An ESP working in this capacity in excess of 5 hours, will be credited at 7.5 hours. ESPs will be expected to fulfill their regular duties during non-student contact time unless otherwise directed by the principal. This is for all schools. This amount is paid through Object 0102 – Other Compensation.
- Budgeting will cover the other compensation expenditure using the school substitute budget. Note: This only applies to schools that are centrally-budgeted. Contracted schools and/or schools with a separate revenue source, such as Title I, VPK, or Adult Education must cover the other compensation from within their budgets.
- A Paraprofessional may not request comp time in lieu of paid other compensation.