

**JCPS Substitute Teacher**  
**NTI**  
**Frequently Asked Questions. . .**

- Q:** I've completed all of my NTI & PBIS Training. When will I get paid for NTI and PBIS Training?
- A:** The Sub Center is working as quickly as we can to enter all training compensation in date order. I will **not** be able to provide dates for payment. Continue to check your emails for payroll notifications during the week of a pay period for updates. *NTI and PBIS payments will be issued separately.*
- Q:** I completed my NTI training at a school, but I did the training quiz sent by the Sub Center. How will I be paid?
- A:** The Sub Center will **not** overlap days **or** pay double for NTI Training or Long-Term assignment setup. Your total training (including setup) days will be for 8 days as indicated in my previous email.
- Q:** When trying to login to the Quiz or other surveys sent by the Substitute Center, I get a message that I need permission. How do I get access to the document?
- A:** Please review the instructional video I sent. You already have access, but you **MUST** log into Google using your JCPS email account. The link to the video is <https://www.loom.com/share/76791d187695439490efc315c9dcd35b> and can provide you step by step instructions for access.
- Q:** Will Equipment like Chromebooks and WIFI be provided for Subs to work?
- A:** At this time, all Chromebook and Wi-Fi hotspots are designated for students. If there is a location that has requested you for a long-term assignment, please contact the school to find out if they have equipment that you can use.
- Q:** Will Substitutes receive incentive pay during NTI?
- A:** Please check this year's updated Salary Schedule online to verify new salary rules for Substitute Teachers. The Monday/Friday incentive has been discontinued this year. While all others remain, there are no ECE

or Early Childhood incentive eligible assignments until traditional instruction returns. Long-Term pay is the only eligible incentive during NTI.

JOB FAMILY V SALARY SCHEDULE		
SUBSTITUTE TEACHERS SALARY SCHEDULE		
2020 - 21		
RANK	DESCRIPTION	DAILY RATE
I	Master's plus 30 semester hrs	165.0000
II	Master's Degree	155.0000
III	Bachelor's Degree	145.0000
IV	96 semester hours plus	135.0000
V	64-95 semester hours	125.0000

Incentives

Substitute Teacher Incentive Pay:

- \$20.00 per day for substituting for an Exceptional Child Education certified teacher position
- \$20.00 per day for substituting for an Early Childhood certified teacher position

Temporary Appointee (Long-term) Assignment:

- After working 20 consecutive days for the same absent certified teacher, the substitute teacher's pay will increase by 1.5 the normal rate, with other incentives removed, beginning on day 21 until the end of the assignment.
- After working 21 consecutive days for the same absent certified teacher, the substitute teacher will receive a one-time payment of \$1,000 in addition to the increase in the normal rate explained above.
- Temporary Appointees are not eligible to receive the \$20 per day ECE and/or Early Childhood incentive pay at the same time they are receiving the 1.5 pay increase.

Incentive pay ends at the end of each school year. Incentive goals must be met each new school year.

The 2020-21 Substitute Teacher salary schedule reflects an increase of 0%

**Q:** Do I need to call the Sub Center every time I complete a training?

**A:** No; you will not need to confirm with us. If you've received your NTI Training chances are we received your required Teacher Certification. If you have not received an email with the NTI training modules, please send a copy of your Sub Cert to the Sub Center and we will email you your next steps. For all other training, once you receive confirmation of completion, you are fine to presume that everything was submitted as it should and there is no need to call or email to confirm.

**Q:** Will I be guaranteed work as a Sub during NTI?

**A:** As a District, we can only provide reasonable assurance for assignments to Substitutes as we do every year. It is never a guarantee.

**Q:** If there are no assignments available, will Subs be able to file for unemployment?

**A:** I cannot tell you yes or no with regard to filing for unemployment. That is solely up to you. Use your discretion.

**Q:** Will NTI last all year long?

- A:** As of right now, the Superintendent and Board of Education have only designated the first 6 weeks of School for NTI.
- Q:** What if I don't remember if I've completed all my training?
- A:** Try searching for your emails to search for confirmation emails.
- Q:** I'm participating in NTI Instruction. When will I get the quiz?
- A:** I apologize for the delay. All departments are working as quickly as we can. As a reminder when building new platforms for NTI, things can take a little longer than anticipated. The quiz will be sent August 25, 2020 to those who have completed their Teacher Certification.
- Q:** I have my Certification and completed the NTI Training. What assignments are available for Substitute Teachers?
- A:** Schools are only allowed to add assignments that are 5 days or more. Some of you may have noticed an assignment disappear or you were removed from a short assignment as it was inadvertently added to the job list. The job will be canceled if it doesn't meet the correct length or requirements for NTI which could result in the cancelation of the job. Follow up with the school if this happens. Otherwise, watch for any assignments posted, but note they will only be 5 days or longer nothing less.
- Q:** Are Substitutes "required" to take PD?
- A:** No; Substitute Teachers are not required to take PD classes. If a location has requested that you participate in any additional non-instructional training, you will work that schedule/arrange that training with that individual location.
- Q:** Why are we receiving so many emails from different substitutes?
- A:** Please **DO NOT** include **JCPS-Certified-Substitute-Teacher** in your address field when sending an email. That is not the Substitute Center Team mailbox. You may email us directly at [jcps.subcenter@Jefferson.kyschools.us](mailto:jcps.subcenter@Jefferson.kyschools.us). Replying "all" to this email box is a distraction to staff.
- Q:** What if I'm not equipped or can't teach during NTI? Will I be penalized or terminated from my Substitute position with JCPS?

**A:** No; we are lifting the 5 workdays/per month minimum requirement for Subs during NTI. We understand that there are many factors to take into consideration as to why some cannot work during NTI. You will be safe to return during traditional instruction without risk of termination.

**Q:** I received NTI and PBIS training with a School that I'm working on a Long-Term assignment for. Do I need to do it again with the Sub Center?

**A:** No; you do not need to sit through that training twice. If you've already done it, check with the School Secretary to make sure they've turned in payment for your PBIS and NTI training days.

**Q:** How do I find a copy of my Teaching Certification (Substitute or Full-Time)?

**A:** Visit [www.epsb.ky.gov](http://www.epsb.ky.gov) and log in to your account. You can view any certifications and/or applications for certifications through this website.