

# 2023/2024 MARIN SUBSTITUTE TEACHER RATE SHEET IN A CERTIFICATED POSITION & DISTRICT CONTACT INSTRUCTIONS

(Rev. 01/19/2024)

Please follow district-specific instructions (far right column) to register or re-register as a substitute within the district.

**The following districts have automated sub calling systems:** Kentfield, Larkspur-Corte Madera, Mill Valley, Miller Creek, Novato Unified, Ross, Ross Valley, San Rafael City Schools, Sausalito-Marin City, Shoreline, Tamalpais Union, and MCOE Special Ed, MCOE Alt Ed Programs, and MCOE ROP Programs

**The following districts have staff sub callers:** Bolinas-Stinson, Laguna Joint, Lagunitas, Nicasio, and Reed

District	Day Rate of Pay	Contact Person	<b>INITIAL REGISTRATION: Follow instructions below.</b> <b>SUBSEQUENT YEARS: Re-register with the district(s).</b>
<b>Bolinas-Stinson</b>	\$220 per day	Kara Perras <a href="mailto:karap@bolinas-stinson.org">karap@bolinas-stinson.org</a> Tel: 415-868-1603	For initial registration, show sub registration confirmation email to register at school site first day called to sub in the district.
<b>Kentfield</b>	\$230 per day/\$115 for half day, >20 days, Step 1, Column 1 on salary schedule. Long term sub rates may be at District's discretion.	Patty Martinez / Edith Valencia <a href="mailto:human-resources@kentfieldschools.org">human-resources@kentfieldschools.org</a> Tel: 415-458-5131 Fax: 415-458-5137	Automated Calling System. Email sub registration confirmation email to Human Resources. Sub registration paperwork for the district office will be emailed for completion. Bring paperwork to the District Office prior to your first day.
<b>Laguna Joint</b>	\$180 per day/\$100 for half day/\$300 per day for long-term assignment	Owen Clapp (located at MCOE) <a href="mailto:oclapp@marinschools.org">oclapp@marinschools.org</a> Tel: 415-499-5859	Register with Owen Clapp, who is located at the Marin County Office of Education. Call or email to schedule an appointment.
<b>Lagunitas</b>	\$200 per day/\$120 for morning half day/\$80 for afternoon half day	Liz Wickersham <a href="mailto:lwickersham@lagunitas.org">lwickersham@lagunitas.org</a> Tel: 415-488-4118 x201	Prior to first sub day, register at Lagunitas District Office: bring two documents to verify ability to work in the U.S.; additional forms to be completed on-site.
<b>Larkspur-Corte Madera</b>	Daily Regular Rate: \$230 full day/\$115 half day. Daily Premium Rate: \$280 full day/\$140 half day (dates posted on the <a href="#">district website</a> )	Bertha Lopez <a href="mailto:blopez@lcmsschools.org">blopez@lcmsschools.org</a> Tel: 415-927-6960 Fax: 415-927-6964	Automated Calling System Go to <a href="http://www.lcmsschools.org">www.lcmsschools.org</a> , under Administration open the Human Resources tab and click Substitutes for district registration instructions.
<b>Mill Valley</b>	\$224 per day/\$112 half day (3.5 hours). Long-term sub: \$224 for 1-20 days, salary schedule Column I/Step 1 for >20 days*. Long term sub rates apply to credentialed substitutes only.	Annette Gamboa <a href="mailto:agamboa@mvschools.org">agamboa@mvschools.org</a> Tel: 415-389-7744	Automated Calling System.  Visit <a href="http://www.mvschools.org">www.mvschools.org</a> > Human Resources > Employment > Substitute Info for registration instructions.
<b>Miller Creek</b>	Daily Regular Rate: \$230 full day/\$115 half day. Daily Premium Rate: \$280 full day/\$140 half day	JC Van Rooyen <a href="mailto:ivanrooyen@millercreeksd.org">ivanrooyen@millercreeksd.org</a> Tel: 415-492-3711 Fax: 492-3723	Automated Calling System D.O. Hours: 8:00a.m. – 4:00p.m. Register at District Office: two documents to verify ability to work in the U.S. <u>and</u> sub registration confirmation email; additional forms.
<b>Nicasio</b>	\$175 per day/\$100 for half day/Long-term sub rates: \$175 per day for 10 days/\$195 per day on 11 <sup>th</sup> day forward or working on a regular part-time basis for a minimum of a three-month period.	Beth Wolf <a href="mailto:office@nicasioschool.org">office@nicasioschool.org</a> Tel: 415-662-2184	Prior to first sub day, register at Nicasio District Office: bring two documents to verify ability to work in the U.S. and sub registration confirmation email; additional forms to be completed on-site.  D.O. Hours: 8:30a.m. – 3:30p.m.

\*ASTERICK REFERS TO CONSECUTIVE DAYS FOR RATE INCREASE\*

<b>Novato &amp; Novato Charter</b>	\$230 full day/\$115 for half day. Long-term sub: \$250 full day/\$125 for half day after 10 consecutive days*. \$314 full day/\$156 half day after 20 consecutive days*.	Jennifer Albini <a href="mailto:jalbini@nUSD.org">jalbini@nUSD.org</a> Tel: 415-493-4246 Fax: 415-897-1531 Hours: 7:00a.m. – 3:30p.m.	Automated Calling System Please make sure you are on the cleared sub list with MCOE first. Once cleared through MCOE, fill out NUSD Sub application on <a href="#">EdJoin</a> . Sub registration paperwork will be emailed once application is completed and submitted.
<b>Reed</b>	\$200 per day/\$100 for half day/Long-Term Sub \$200 for 10 days*/\$220 for consecutive 10 days*, first step of salary schedule B – 1.	<b>Bel Aire:</b> Scout Smit 415-388-7100 <b>Reed:</b> Juli Tantum 415-435-7841 <b>Del Mar:</b> Lisa Grinnell 415-435-1468	Complete additional paperwork first day called to sub in the district.
<b>Ross</b>	\$250 per day; \$125 for half day. Convert to salary schedule after 20 days* (Step 1, Column 1)	Tracy Reid <a href="mailto:treid@rossbears.org">treid@rossbears.org</a> Tel: 415-457-2705 x337 or x201 Fax: 415-457-8923	Automated Calling System. Email sub registration confirmation to <a href="mailto:treid@rossbears.org">treid@rossbears.org</a> . Additional sub registration paperwork for the Ross District will be mailed for completion.
<b>Ross Valley</b>	\$215 full day/\$107.50 for half day. Long-term sub rates: \$215 full day for first 10 days (\$107.50 half day); \$230 full day for days 11-20 (\$122.50 half day); Step 1/Class I for days 21+ (pro-rated for less than full day). Long-term sub rates only apply to credentialed positions to replace a teacher on leave.	Meg Maher <a href="mailto:mmaher@rossvalleyschools.org">mmaher@rossvalleyschools.org</a> Tel: 415-488-5782	Automated Calling System.  Register at school site on first day called to sub in District; bring sub registration confirmation email and two documents to verify ability to work in the U.S. (e.g.: driver license, social security card). Additional forms will be completed on site.
<b>Ross Valley Charter</b>	\$200 full day/\$100 for half day	Elizabeth Ellis <a href="mailto:elizabeth.ellis@rossvalleycharter.org">elizabeth.ellis@rossvalleycharter.org</a> Tel: 415-534-6970	Connect with Elizabeth for registration requirements.
<b>San Rafael</b>	\$230 per day/\$115 for half day (4 hours). LT subs will be placed on salary schedule. Premium rate of \$280 for Mondays, Fridays, and specific high need days.	Karen Moncayo <a href="mailto:kmoncayo@srcs.org">kmoncayo@srcs.org</a> Tel: 415-492-3212 Fax: 415-492-3230	Automated Calling System. By appointment only (call or email Karen) for registration requirements and materials.
<b>Sausalito-Marin City</b>	\$225 per day/\$112.50 for half day/\$250 after 21 days*	Human Resources Tel: 415-332-3190 <a href="mailto:hr@smcsd.org">hr@smcsd.org</a>	Automated Calling System. Register at SMC District Office prior to first sub day: bring two documents to verify ability to work in the U.S. and sub registration confirmation email; additional forms completed on-site.
<b>Shoreline</b>	\$200 per day/\$100 for half day. LT sub placed on salary schedule after hire as LT and after 15 consecutive days in the same assignment.	Christine Bowman <a href="mailto:christine.bowman@shorelineunified.org">christine.bowman@shorelineunified.org</a> Tel: 707-878-2266	Automated Calling System. Email sub registration confirmation email to Christine Bowman. Additional paperwork will be emailed for completion. Frontline access granted once paperwork has been received.
<b>Tamalpais</b>	\$132-\$220 per day based on block periods. Salary schedule after 10 days*	Leah Noble-Christoff <a href="mailto:lnoblechristoff@tamdistrict.org">lnoblechristoff@tamdistrict.org</a> Tel: 415-945-1028	Automated Calling System. Email sub registration confirmation email to Human Resources. Paperwork, at each site, to be filled out first day called to work in the district.
<b>MCOE</b>	\$240 per day/\$120 for half day/\$265 short-term rate* (10-20 days)/\$300 long-term rate** (21+ days)	Ashley Braehmer (Personnel) <a href="mailto:abraehmer@marinschools.org">abraehmer@marinschools.org</a> Tel: 415-499-5828 Fax: 415-491-6625	Automated Calling System. HR Office Hours: 8:00a.m. – 5:00p.m. Present sub registration confirmation email to Personnel Department.

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