



Human Resources Administration
Substitute Services
3700 South High Street
Columbus, OH 43207
(614)365-5080
subservices@columbus.k12.oh.us

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

VOLUNTARY DEMOTION TO SUBSTITUTE TEACHER FAQ

1. Who is eligible to voluntarily demote to a substitute teacher?
 - Any full-time employee with a bachelor's degree
2. What type of license do I need to be a substitute teacher?
 - If you do not have a current teaching license, you will need to apply for a substitute teacher license
 - Must have a bachelor's degree to apply for a substitute license
3. What is the process to voluntarily demote to a substitute teacher?
 - Notify your building administrator of your decision
 - Notify Human Resources – Talent Acquisition
 - You will be provided a link to complete an electronic demotion request form
 - Complete form
 - Substitute Services will send an approval notification letter with next action steps
4. Do I need to notify my current administrator?
 - YES
5. Will my pay change?
 - YES – you will be paid at the substitute teacher rates - See below for rates.
6. Will I lose my benefits?
 - Your benefits will end at the end of the month in which you demote.

The Columbus City School District does not discriminate because of race, color, national origin, religion, sex, or handicap regarding admission, access, treatment, or employment. This policy is applicable in all districts programs and activities

8. What is a long-term substitute?

- Long-term substitutes provide coverage for a specific teacher for a long-term absence or a building vacancy

2023-2024 SUBSTITUTE TEACHER PAY RATES:

SUBSTITUTE TEACHER TYPE	DAILY	BENEFITS ELIGIBLE?
Non Standard (General Sub) (Bachelors + sub license)	\$126	NO
Standard, less than 60 days (Bachelors + teaching license) Includes retired teachers	\$140	No
Non Standard (General sub) greater than 60 days (Bachelors + Sub License)	\$252.93	Yes, on 61 st day, pro-rated sick & personal leave
Standard, greater than 60 days (Bachelors + teaching license) Includes retired teachers	\$252.93	Yes, on 61 st day, pro-rated sick & personal leave