



**2024-2025 Wake ThreeSchool
Substitute Staff Information & Compensation Form**

Please review this document carefully. This form should be submitted for every Short/ Long Term Lead Teacher and Teacher Assistant Substitute. This document is used to monitor compliance with Wake ThreeSchool and Wake County Smart Start Contract Requirements.

Site Name _____ Site Contact Number _____

Administrator First & Last Name _____

Teacher First & Last Name _____ Gender _____

Email Address _____ Phone Number _____

Position (please check one) Short Term Lead Teacher Short Term Teacher Assistant Long-term Substitute-Lead Teacher Long-term Substitute-Teacher Assistant

Race (please check at least one and as many that apply)

American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
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Ethnicity (please check one) Hispanic or Latino Not Hispanic or Latino

Current Substitute License/Credential (please check one and provide either DCDEE verification sheet or diploma)

BS/BA in Early Childhood Education	BS/BA in area other than ECE (specify): _____
AA in Early Childhood Education	AA in area other than ECE (specify): _____
Other (specify): _____	

Teacher Substitutes for Short-Term Vacancies: Requirements for short-term vacancies when teachers are absent from the Wake ThreeSchool classroom for 15 or fewer attendance days.

Teacher Substitutes for Long-Term Vacancies: Requirements for long-term vacancies when teachers are absent from the Wake ThreeSchool for 16 or more attendance days. *No flexibility will be offered to waive the 12-week limitations for Long-term Substitute Teachers.*



Compensation Plan

Salary listed should include income earned solely for services provided to children and families enrolled in the Wake ThreeSchool program. Income earned for work during holidays, before and/or after school and during summer months should not be included in the reported amount. This form is considered complete only when signed, dated, and documentation is attached.

Site Name: _____ Does this site use a payroll service: _____

Staff Name: _____ Position: _____

Start Date: _____ End Date: _____

Salary for _____ weeks of service in a Wake ThreeSchool classroom Note: No flexibility will be offered to waive the 12-week limitations for Long-term Substitute Teachers.	
Years of Experience	
Total Compensation Package amount	
Paid Teacher Workdays (dates)	
Paid Holidays (dates)	

Certification- I have reviewed this information and certify that all information provided herein has been verified and is reported correctly. Reported compensation includes only compensation for Wake ThreeSchool services.

Staff Signature _____ Date _____

Administrator Signature _____ Date _____

Wake ThreeSchool Staff Signature _____ Date _____

<i>For Office Use Only</i>

Helpful Definitions

Updated May 2024

- Wake ThreeSchool Staff are expected to work 40 hours each week. The workday for **all** classroom staff (including lead teachers, co-teachers, and teaching assistants regardless of education level and/or time served) working in Wake County Smart Start WTS classrooms will consist of 8 hours. A typical workday will include 6.5 hours in the classroom and 1.5 hours for planning/breaks (with *at least 1 hour allocated for planning*). It is the expectation that during the dedicated planning period, teachers do not have children in their care at that time. Teacher workdays are also expected to consist of 8 hours for the purpose of planning, training, family contacts and/or other related activities. **Teachers are expected to work no less than 180 days. WTS staff will use the WCPSS Traditional School year calendar as guidance to determine the WTS professional development days for the current school year.** Additional hours worked outside of the Wake ThreeSchool classroom (support in other classrooms, kitchen help, etc.) cannot be used in this calculation and are subject to all Wage and Hour regulations.
- Lead teachers who are fully qualified will receive compensation as referenced in Wake County Smart Start Wake ThreeSchool Operational Procedures and contract. Upon receipt of any updated license/credentials/degrees for lead teachers, programs should:
 - Immediately send a copy of the updated information to WCSS Wake ThreeSchool Specialist
 - WTS Specialist will enter educational info into WTS database.
 - Send copy of new license/diploma to WTS Manager and WTS Specialist
 - WTS Specialist will update classroom reimbursement.
 - WTS Manager will update budget in database.
 - Additional center reimbursement will be effective for the month of attendance in which the update was received by Wake County Smart Start (ex: update received in April, additional reimbursement to be included in April payment).
 - Compensation will be based upon education and years of experience as noted on the DCDEE verification sheet and accumulate with continued related experience.
- Teaching assistants who are fully qualified will receive compensation as referenced in the Wake County Smart Start Wake ThreeSchool Operational Procedures and contract. Upon receipt of any updated degree or credential, the program should immediately send a copy of the new license/diploma to WCSS Wake ThreeSchool Specialist. A new compensation rate for teaching assistants who receive an updated degree/credential within the school year should begin with the program's next complete payroll cycle. Initial compensation upon receipt of the required degree will include years of experience and accumulate with continued related experience.