



Orange County Department of Education

Division of Administrative Services, Human Resources Department

Classified Substitute Staff Salary Schedule

August 1, 2025

Classified Staff Substitute Teaching

A classified employee who will substitute teach must be certified by Human Resources as meeting the assignment qualifications, prior to performing any substitute teaching work. The classified employee will earn an established hourly rate based on Range 1, Step 1 of the T/A-1 salary schedule in effect.

Classified Substitute Staff Rates

- Kitchen Assistants (Substitute Help): \$18.50 per hour
- Admissions, Attendance, Records Assistants (Substitute Help): \$23.00 per hour
- Substitute Paraeducators: \$23.50 per hour
- Substitute Administrative Assistants: \$24.00 per hour
- Substitute Admissions & Records Technicians: \$24.50 per hour

Any other classified substitutes are by default paid at the identified position's Step 1 hourly rate in effect at the time of the substitute payroll. Qualified substitutes serving in hard-to-fill substitute positions may receive a higher rate of pay, which will be designated and documented in recruitment and/or assignment materials.

Long Term Assignments Requiring Bilingual Skills

Qualifying substitutes serving in some long-term substitute assignments requiring the use of bilingual language skills may be eligible to earn a bilingual substitute rate of pay, which is an additional \$0.75/hour on top of the identified substitute hourly rate.

Eligible assignments must be scheduled to last longer than three (3) weeks, require regular use of bilingual language skills as certified by the supervisor, and approved through the position requisition process.

To qualify to earn the bilingual rate in identified assignments, substitute employees must pass the bilingual language skills exam coordinated through Human Resources.

Additional Substitute Rate Information

Part-time employees of the Department may perform substitute service only during non-assigned regular duty hours.

Classified Substitute Assignment Pay Days

The 10th of the month. If the 10th falls on a weekend or holiday, the paycheck shall be issued on the preceding workday.