

**COMPENSATION FOR CLASSROOM COVERAGE PARAPROFESSIONAL FOR TEACHER
JACKSONVILLE SCHOOL DISTRICT 117**

Directions: In order to receive compensation for substituting for a teacher, paraprofessionals must submit this completed form to their immediate supervisor after each occurrence. Submission must be within the same or next pay period in which the coverage occurred. Supervisors are responsible for forwarding approved forms to the Payroll Department. Payment for class coverage shall be included in the regular monthly payroll within the next two (2) pay periods after received by the Payroll Department.

<i>Paraprofessional's Name</i>	<i>School</i>
<i>Position</i>	<i>Date</i>

Date & Times	Type of Compensation	Number of Periods	Rate of Pay	Building Administrator/ Designee Signature
	Classroom Coverage			
	Classroom Coverage			
	Classroom Coverage			
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Paraprofessionals who substitute for teachers during the regular school day will be compensated at the following rates.

- Paraprofessionals in an elementary school shall be paid \$14.75 per period. An elementary period shall be defined as a subject covered (e.g., reading would be a period; spelling would be a period; physical education would be a period; library would be a period). The paraprofessional will not receive compensation should a licensed teacher or substitute be present for instruction during a "special" (i.e., music, art, physical education, etc.).
- Paraprofessionals in the junior high and high school shall be paid \$18 per period.