



Craig City School District

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Memorandum Item 10c

TO: CCSD School Board Members
FROM: Jackie Hanson, Superintendent
DATE: September 18, 2025
SUBJECT: CCSD Substitute Pay Structure

CCSD continues to face significant challenges in securing qualified substitutes. Current pay rates are not competitive compared to other districts, which limits CCSD’s ability to adequately cover classrooms and maintain instructional continuity.

Current Substitute Pay Structure

Classified substitutes: \$15.50/hour
Non-certified teacher substitutes: \$120/day
Certified teacher substitutes: \$140/day

Proposed Substitute Pay Structure

Classified substitutes: \$17.50/hour
Non-certified teacher substitutes: \$130/day
Non-certified Bachelor’s degree (any field): \$140/day
Certified teacher substitutes: \$150/day

Proposed Substitute Incentive Bonus:

To encourage commitment and quality performance:

- Any substitute who works a minimum of **10-full days in a semester** will be eligible for a **\$200 bonus**.
- Eligibility is contingent upon satisfactory performance, as determined by building principals.
- The bonus will be awarded at the end of each semester, with the opportunity to earn up to two (2) bonuses per semester (maximum of \$400 per semester and \$800 per year).

The proposed wage increases will bring CCSD’s substitute pay closer to regional norms, making our positions more competitive and attractive to potential applicants. The addition of a bachelor’s degree pay tier acknowledges the value of higher education and helps broaden our candidate pool. Furthermore, the proposed incentive bonus is designed to reward consistency and quality performance, encouraging substitutes to commit to more days and to uphold high standards while serving our students.

Below are three suggested motions for the Board’s consideration. Option 1 is recommended as the most effective way to address substitute recruitment and retention challenges. In recognition of fiscal responsibility, two (2) additional options are also provided, as increasing the certified substitute rate will impact the personal leave buyout under the certified negotiated agreement. The Board may choose the option that best balances effectiveness with budgetary considerations.

Suggested Motion(s):

- **Option 1 - Full Proposal (Increased Substitute Pay + Bonus)**
Move to approve increasing substitute pay to \$17.50/hour for classified, \$130/day for non-certified, \$140/day for non-certified Bachelor’s degree, \$150/day for certified, and to provide up to two (2) \$200

Our students will be lifelong learners who will be resilient, compassionate, self-sufficient members of society.
CCSD will provide an environment that empowers every student, every day to transfer their learning to life.

bonuses per semester (maximum \$400 per semester and \$800 per year) for substitutes who work a minimum of 10-full days per semester with satisfactory performance, effective upon Board approval.

- **Option 2 - Bonus Only (Maintains Current Substitute Rates)**

Move to approve maintaining current substitute pay rates and to provide up to two (2) \$200 bonuses per semester (maximum \$400 per semester and \$800 per year) for substitutes who work a minimum of 10-full days per semester with satisfactory performance, effective upon Board approval.

- **Option 3 - Increased Substitute Pay Only (No Bonus)**

Move to approve increasing substitute pay to \$17.50/hour for classified, \$130/day for non-certified, \$140/day for non-certified Bachelor's degree, and \$150/day for certified, effective upon Board approval.

- As always, Board Members are welcome to present a motion for consideration.