1. **Permitted** - A substitute teacher must have sixty-five (65) semester hours from an accredited college or university, hold a substitute permit from the State of Wyoming, and have completed the new employee orientation. In addition, after 30 non-consecutive days of service—within each school year—substitutes are permitted to attend all Staff Development classes at no additional cost. (Cost of transcript credit is paid by the individual.)

2. **Teaching Certification** - Substitutes holding a valid State of Wyoming Teaching Certificate. Teaching certificates from other states will not be accepted. Retired teachers whose Wyoming certificate has not expired, or who hold a Lifetime Substitute Permit, may still be paid at this rate when a copy of his or her certificate is submitted to the substitute office.

3. **SODA (Substitute on Daily Assignment)** - A SODA must have sixty-five (65) semester hours from an accredited college or university, hold a substitute permit from the State of Wyoming, and have completed the new employee orientation. Preferred requirement for this position is a Current Standard Teaching Certificate and ability to maintain teaching certification. This is a partially benefited 175-day position. Benefits include health insurance and Wyoming Retirement. Benefits do not include sick leave.

4. **Rural School** - A substitute that accepts an assignment for a rural school. Rural locations are Midwest, Poison Spider, Red Creek, Alcova, Powder River, and Willow Creek.

5. **Long-term** - A substitute teacher who has been assigned to fill in for a teacher for a qualified long-term assignment for more than ten consecutive school days will be paid long-term rate retroactively to the first day of service. If a substitute teacher is hired as a short-term substitute and then an unexpected long-term situation occurs, the situation will be evaluated. If it is determined and acknowledged that the situation is to be reclassified as a qualified long-term assignment, the substitute teacher will be paid long-term rate retroactively to the first day of service.