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405
PROFESSIONAL EMPLOYEES
EMPLOYMENT OF SUBSTITUTES
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405 EMPLOYMENT OF SUBSTITUTES

To provide for the employment of qualified and competent substitutes for teachers and other professional employees when regular employees are absent from work in order to maintain continuity in the educational program.

Substitute professional employees are defined as those teachers and other professional employees who are hired upon a per diem basis to replace those regular employees who are temporarily absent from work.

A. The Board of School Directors shall approve the names of potential substitute teachers as well as other substitute professional employees and the positions in which they may substitute. However, the Superintendent is authorized to employ substitutes prior to approval by the Board of School Directors when their use is required to maintain continuity in the educational program and he shall report the use of such substitutes to the Board at the next regular, public meeting.

B. Substitutes employed on a per diem basis shall be entitled only to the per diem wages approved by the Board of School Directors.

C. Substitutes hired to fill a position for a period of 40 consecutive school days or more shall be entitled to the pro-rated salary retroactive to the first day of the assignment to the position and, beginning with the 41st day, the insurance and paid leave benefits provided to a regular teacher.

D. The Superintendent or his designee shall recruit and screen candidates for substitute employment; shall prepare procedures for the assignment of substitutes; shall develop methods of evaluating the performance of substitute teachers; and shall recommend the retention on the Board of School Director's approved substitute list of only those substitutes who have satisfactorily performed their duties.

E. The Superintendent shall prepare a written statement for distribution to all approved substitutes informing them of the per diem pay rate, employment status, schedule of work and such other matters as will enable them to perform their duties most effectively