

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The district shall maintain records for substitute teachers who may be called on to replace regular teachers who are absent.

The district's substitute caller shall be responsible for arranging for substitute teachers. Whenever possible, the substitute teacher should be certified to teach the grade or subjects of the absent teacher. Principals should make themselves aware of the quality of a subs' performance.

The superintendent and his/her administrative staff shall develop specific guidelines and procedures for substitute teachers. Such guidelines and procedures shall be provided each substitute teacher employed by the Waunakee Community School District. In all schools, substitute folders are to be available in each room, or in the office.

Substitute teachers shall be paid according to the following rates:

1. A per diem rate as established by the Board of Education.
2. Base pay on the salary schedule beginning with the 10th consecutive day at the same teaching position.

Legal Ref.: Section 121.02(1)(a) Wisconsin Statutes
PI 3, Wisconsin Administrative Code
PI 3.03 (8)

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