

Substitute Teachers

The Superintendent shall maintain a list of substitute teachers in the District Office and shall establish a procedure for securing substitute teachers to replace teachers who are absent. Persons hired as substitute teachers shall be the best qualified substitute teachers available.

Substitute teachers will be hired and paid in accordance with a schedule adopted each year by the School Board. Persons who are hired to substitute for the same teacher in the same assignment for more than ten (10) consecutive school days will be considered a long-term substitute.

Long-term substitutes who hold a certificate for the substituting assignment will be paid at a daily rate equal to the daily rate for a BA teacher on the salary schedule in effect on July 1. Long-term substitutes who do not hold a certificate for the substituting assignment will be paid at 4/5 of the rate for a certified long-term substitute. Long-term substitutes who work more than 10 consecutive days in the same assignments will be paid at the long-term rate retroactive to the first day in that assignment.

The Superintendent and the district administrative staff may provide appropriate training and orientation to substitutes each year. Responsibility for the scheduling of substitutes will be done as required.

Substitute teachers will not participate in any benefit plans offered by the school district.

Retired teachers may be employed as substitute teachers without an adverse effect on their retirement salary.

Adopted: March 11, 1991

Revised: January 15, 1996; June 14, 2010; July 9, 2012