

Dell Rapids School District #49-3



Policies and Regulations Code: GCE – Personnel

PART TIME AND SUBSTITUTE STAFF EMPLOYMENT

PART TIME TEACHERS: Teachers may be employed on a part-time basis. Upon the recommendation of the administration, the Board will approve or reject the employment of part-time teachers, consistent with the needs of the school district. Part-time teachers will meet all necessary certification requirements, and will be compensated for their work on a pro-rated basis.

SUBSTITUTE TEACHERS: The employment of substitute teachers will be centralized for the district in the office of the superintendent. Candidates for substitute teaching will be placed on the list of approved substitutes.

The building principals will assume responsibility for the scheduling of substitutes from the approved list as needed.

To the extent possible substitute teachers must meet the requirements for teacher appointments and will be assigned substitute teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will have a pupil-supervisory role, and to that end will be provided with as much support as possible by building administrators and teachers.

Student teachers will be allowed to serve as substitute teachers when all guidelines established by the student's college and the superintendent have been met.

The daily rate of pay for substitutes will be designated by the school board at the annual re-organizational meeting in July. In the case of extended-term substitutes, the Board will address the condition of employment.

LEGAL REF.:

Adopted: September, 1996

Amended: April 10, 2017