

SUBSTITUTE TEACHERS AND EDUCATIONAL TECHNICIANS

The Board recognizes that substitute personnel perform an important role in supporting continuity of student learning in the event of absence, resignation, inability to employ, or termination of a regularly employed certified employee. It is the Board’s desire to employ appropriately certified persons, when available, for substitute teacher and educational technician positions.

A certified teacher or educational technician may serve as a substitute with no time limit, provided that their teaching certificate bears an endorsement for the grade and subject being taught, or his/her educational technician certificate is appropriate to the employment.

Non-certified teachers or educational technician may not serve more than six consecutive weeks in any teaching assignment. Any substitute serving on a short-term basis (less than six consecutive weeks) in any teaching assignment must have at least a high school diploma.

The Superintendent may request a waiver from the Commissioner if finding candidates that meet the eligibility criteria is difficult.

All applicants for substitute teaching positions must obtain a Criminal Background Check approval, based on fingerprinting, in accordance with Maine Department of Education rules and processes before they are assigned to a school.

The Superintendent will be responsible for recommending to the Board, for its approval, minimum education standards for substitute teachers and inform the Board of any schedule of compensation changes for both long-term and short-term substitute teachers and educational technicians.

Substitute compensation will be reviewed as recommended by the Superintendent.

Legal Reference: 20-A MRSA §§ 13001-A; 13402(3)
26 MRSA 26 MRSA §664
Dept. of Educ. Rule Ch. 115(9)

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