

## PART-TIME AND SUBSTITUTE STAFF

The Governor Wentworth Regional School District recognizes and accepts the important role of the substitute teacher in maintaining continuity in teaching and learning. Therefore, the Superintendent, and/or designee, shall maintain a database of qualified substitute teachers who may be called upon to replace regular teachers who are absent. A person whose name does not appear in the substitute database may not be employed in the District.

The building principal shall be responsible for selecting and obtaining substitute teachers in accordance with established Administrative Guidelines (GCG-R). In so far as possible, the person engaged shall be a state certified teacher, but this will not preclude the selection of any competent person as a substitute. Long-term substitute teachers must be certified, in process of certification, or be eligible for a Permission to Employ letter from the New Hampshire Department of Education (NHDOE).

If anticipated to be hired for more than 30 consecutive days for the same position, long-term substitutes for teachers will be paid at a rate commensurate with experience commencing with the 31<sup>st</sup> consecutive school day of substitution in the same position, retroactive to the first day of extended employment. There are no fringe benefits included with this employment. In special circumstances, the substitute may be required to join the New Hampshire Retirement System.

Part-time professional employees shall be those employees who work less than a full school day for 185 days. If the position is filled by an appropriately certified and highly qualified professional and the assignment is for at least 90 consecutive days, the applicable benefits of the collective bargaining agreement, if any, shall apply.

### Part-time, Professional and Support Staff Substitutes

Prior to employment, all approved substitutes must meet the following guidelines:

1. Have the following on file with the District
  - a. District Application Form
  - b. A reference check
  - c. Criminal History Records Check
2. Be of at least 21 years of age

Substitutes who are inactive for the period of 12 months and who would like to return to active status will be subject to a new Criminal History Records Check at their own expense.

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