

SUBSTITUTE TEACHERS

The District acknowledges the important role of the substitute teacher in maintaining continuity of the learning environment for its students. Therefore, the Superintendent/designee is authorized to employ substitute teachers as needed to fill in for professional teaching staff who are temporarily absent. The District will maintain a list of approved substitute teachers and the areas in which they are qualified.

Demotion, suspension, dismissal, and non-reemployment due process rights do not apply to substitute teachers.

References: NRS 286.297 and 391.019.

NAC 391.036, 391.065, 391.0896, 391.0897, and 391.398.

SUBSTITUTE TEACHERS - ADMINISTRATIVE REGULATIONS

Substitute teachers who are licensed by the Nevada State Department of Education (NDOE) are utilized by the District on both a short- and long-term basis as the need arises. The District uses substitute teachers to provide instruction in the classroom when regularly assigned teachers are absent, and for teaching positions for which there is no contract teacher.

In the event the need for the assignment is for the entire school year, or a substantial part of the school year, the District may offer the substitute teacher a short-term contract. The principal of the school in which the substitute teacher is employed is responsible for recommending the use of short-term contracts to the Executive Director of Human Resources when warranted.

1. The District may hire a person who holds an endorsement as a substitute teacher to fill the position of a teacher under contract who is unavailable to teach. The substitute teacher with an endorsement may substitute in the same classroom for unlimited days, with the exception of Emergency Subs (see #4).
2. The District may hire, for a period of up to 60 days, a person who holds an endorsement as a substitute teacher to fill a position for which a teacher has not been hired under contract.
 - a. If no teacher has been hired under contract after 60 days, the Superintendent/designee may request authorization from the NDOE to continue the substitute teacher in the position for an additional 30 days.
 - b. If the substitute teacher is assigned to a special education classroom and the District is unable to hire a licensed special education teacher, the District may request that the NDOE grant an additional extension.
3. A person desiring an endorsement as a substitute teacher shall meet the standards provided in NAC 391.0897 and shall obtain an endorsement from the NDOE.
4. The District may hire an emergency substitute teacher who meets the requirements of NAC 391.0896 provided that the emergency substitute teacher may not serve as a teacher in one classroom for more than five (5) days in any twenty (20) day period. An emergency substitute teacher may be used only in an occurrence of an unforeseen circumstance which requires immediate action, including any period during which a licensed teacher or substitute teacher is not immediately available.

5. The Human Resources Department will maintain a list of available substitute teachers from those applicants who have been approved for hire. Arrangements for substitute teachers will be made through the substitute management system by each school site.
6. Substitute teachers under the age of 21 are eligible to substitute teach in the elementary grades (Early Childhood through eighth grade).
7. The Board of Trustees will approve the daily and long-term rates of pay for substitute teachers. These rates will be listed as part of the Supplemental Pay Schedule for Unclassified Employees.
8. If the substitute teacher is teaching in the same assignment for more than 719 hours and is eligible for the Nevada Public Employees Retirement System (PERS) benefits, the substitute teacher will be provided the PERS service effective on the beginning of the assignment per Nevada Revised Statute 286.297.
9. Substitute teachers will be paid for each full day or half day worked. The District will pay one-half of the applicable daily rate for one-half day or less worked. The District will pay the applicable full daily rate for anything more than one-half day worked. When a substitute teacher reports for an assignment for which they are no longer needed, they will be paid one-half of the applicable daily rate.
10. Substitute teachers will be provided a District/school identification (ID) badge to be used during the course of their respective assignments.