

THIEF RIVER FALLS PUBLIC SCHOOLS

456 UNIFORM PROCEDURE FOR USE OF SUBSTITUTE TEACHER SERVICE

The Board of Education believes the role of the substitute teacher is highly important for maintaining continuity in teaching and learning. An effective program for selecting and assigning all substitute teachers will be established under the direction of the Superintendent. Therefore, the Board of Education of School District #564 authorizes the development of a uniform procedure for employment of substitute teacher service.

I. ADMINISTRATIVE PROCEDURE

A. Qualifications

1. Must be a certified teacher with current valid teaching license or substitute license issued by the Professional Educator Licensing and Standards Board.
2. Substitutes will be selected for service on the basis of certification, successful teaching/substituting experience and availability.
3. Applications for substituting shall be maintained in the district's Personnel Office.
4. A current list of qualified, interested substitutes will be updated periodically and forwarded to each building principal.

B. Classification of Substitute

1. Short Term (no posting or Board action required)
 - a. Less than 10 consecutive working days for the same instructor - Principal to call substitute from list and voucher at short-term substitute rate. No benefits.
 - b. More than 10 days, but less than 30 consecutive working days for the same instructor - Principal to call substitute from list and voucher. First 10 days on short-term substitute rate and 11th day thereafter on negotiated salary schedule. No benefits.
 - c. Upon being initially employed for less than 30 consecutive school days and extended in that same position to 30 consecutive school days or more, such substitute shall earn sick leave and personal leave benefits commencing on the 30th day. Salary shall be adjusted for all 30 days in accordance with the negotiated salary schedule.

2. Long-Term (Posting and Board approval required)
 - a. Upon being initially employed full-time for a period of 30 to 89 consecutive school days during a school term, such substitute shall receive full salary for the days employed according to the negotiated salary schedule and fringe benefits to consist of only sick leave and personal leave pro-rated according to the ratio between the substitute's term of assignment and the regular term of employment.
 - b. Upon being initially employed full-time for periods of 90 consecutive school days or more during a school term, such substitute shall receive full salary for the days employed according to the negotiated salary schedule and shall receive full fringe benefits pro-rated according to the ratio between the substitute's term of assignment and the regular term of employment.

C. Duties

1. Report to building office.
2. Fulfill as many duties of regular teacher as possible.
3. Leave an account of materials covered and happenings of the day(s) of service for the regular teacher.
4. The substitute is responsible for accurately punching in/out using the time clock system. Substitute pay is in either 1/2 or full-day units.

D. Cancellation

- a. In a situation where a substitute is called and physically reports to the building and is not needed but the district neglected to cancel, the substitute shall be paid for 1/2 day.

Hours to start when school begins and end when school is dismissed. Preschool time will start and end when children get on and off the school bus.

Please contact HR for the current board approved rate of pay.

Board Adopted: 08/2013
Board Reviewed: 10/2020
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