

Holbrook Public Schools

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

Certified substitute teachers will be employed whenever possible when a teacher is absent. Substitutes will be secured and assigned in the following order of priority:

- A. Teacher certified for the position – Level III
- B. Certified teacher, but not in the discipline or for the level – Level II
- C. College graduate – Level II
- D. College senior majoring in Education – Level I
- E. Adults with two or more years of college – Level I
- F. Adults with a high school diploma – Level I

The Rates of Pay for substitutes will be according to the three classifications listed below and the School Committee shall from time to time set the rates of pay for each classification and inform the Business Office, Building Administrators, and the Town Accountant regarding said rates.

Level I

Non-certified/Non-degree	\$105.00 per day
College seniors majoring in education	(no limit on days)

Ineligible for long-term or permanent assignment

Level II

College degree/non-certified & certified teacher, but not in discipline	\$120.00 per day
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Level III

College degree/Certified for the position	\$135.00 per day
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Long Term Substitute

If a substitute’s assignment becomes thirty (30) or more consecutive days in that assignment, the substitute will be considered a long-term substitute and compensated \$170.00 per day. The revised pay scale will become active on day 31 and stay in effect for the remainder of that assignment.

Substitute Nurses

Substitute nurses shall be compensated \$185.00 per day.

The Superintendent reserves the right to make exceptions to this policy.

Amended: February 9, 2000, December 5, 2007, September 21, 2011, January 17, 2019, April 25, 2019