

PERSONNEL POSITIONS:

SUBSTITUTE

DPB (REGULATION)

SUBSTITUTE TEACHERS

RATE OF PAY

1. Substitutes will be paid at the approved rate of pay for the current year.
2. Substitutes will be paid according to the time schedule published by the Business Office.
3. Earning statements are provided online.
4. Substitutes are encouraged to maintain a personal daily record of the days worked.
5. Substitutes who are certified teachers may be eligible for sub pay that is equivalent to the daily rate of pay of a certified teacher with no experience. This may occur only when the substitute has worked in a long term assignment continuously at least 25 days; however, the certified daily rate of pay is retroactive once the assignment exceeds 25 days.
6. Teacher assistant and clerical substitutes who work on a long term assignment of ten (10) days will be paid at the approved rate of pay for the current school year for a long term assignment.
7. Any questions concerning pay should be directed to the Business Office (Payroll Department).

The actual rates of pay for substitute teachers can be found on the district's website at Substitutes under the HR heading.

Substitute teachers may be employed for all or part of a day; substitutes employed for less than a full day will be paid according to the approved pay scale.

ASSIGNMENT OF SUBSTITUTE TEACHERS

The following procedures will be followed for contacting and assigning substitute teachers:

1. Substitute teachers will be contacted by the automated sub system.
2. A teacher who is ill, who has a family member who is ill, or who anticipates an absence for other approved reasons is expected to call the automated system no later than 6:00 a.m. on the morning of the absence.
3. A teacher anticipating an absence for discretionary reasons must request approval in advance in accordance with local policy (see DEC).

SUBSTITUTE TEACHER DUTIES

In the performance of his or her duties, a substitute teacher is expected to:

1. Have the same responsibilities and workday schedules as the regular teacher for which he or she is substituting;
2. Follow the lesson plan prepared by the regular teacher or comply with other instructions from the principal. The principal will review the lesson plans of an absent teacher when advance planning is possible. When specific planning is not possible, the absent teacher will have made generic provisions for substitutes in the daily plan book;

3. On completing an assignment, prepare a statement of the work accomplished in each subject or class;
4. Maintain the housekeeping arrangements of the regular teacher;
5. Administer no corporal punishment to a child, but contact the principal in the case of a serious behavior problem or a violation of the Student Code of Conduct; and
6. Substitutes in a long-term assignment attend staff meetings unless excused by the principal;
7. Complete routine reports required by the office, including:
 - a. Attendance reports; and
 - b. Disciplinary referrals.

SUBSTITUTE EVALUATION

A substitute teacher's performance may be documented by completing the evaluation form found on the automated substitute system upon completion of each assignment.

Approved – MAY 2015