


**Standard Operating Procedure:  
Substitute Per Diem Administrators Including Principals, Vice Principals and  
School-based Supervisors**

<b>Subject:</b> Substitute Administrators	<b>Effective Date:</b>	<b>Page 1 of 1</b>
	<b>Approved by:</b> Dr. Donnie W. Evans	<b>Signature:</b> 

**I. Purpose**

To establish District Guidelines for the proper procedures to follow in order to provide substitute coverage for building administrators including principals, vice principals and school-based supervisors

**II. Authority**

The State District Superintendent

**III. Terms and Conditions**

It is necessary to provide substitute administrators for principals, vice principals and school-based supervisors for long term absences and/or medical leaves. The following monetary compensations, for substitute administrators will be as follows:

- Principals who are absent one (1) week or more and who do not have vice principals will receive a substitute administrator at \$350.00/day
- Principals who are absent two (2) weeks consecutively with a vice principal will receive a substitute administrator at \$350.00/day at the recommendation of the Assistant Superintendent
- Vice principals who are absent two (2) weeks or more consecutively will receive a substitute administrator at \$250.00/day at the recommendation of the Assistant Superintendent
- Vice principals who assume the principal role for three (3) months or more will receive a stipend
- ✓ Assistant Superintendent of School Administration must approve the assignment of a substitute
- ✓ Assistant Superintendent of School Administration will forward to the Deputy Superintendent any exception and/or an extenuating circumstance(s) that is different than what is listed above.
- ✓ The only exception to the process above will be made based on school, time of year, deadlines/timelines of administrator's work
- ✓ Assistant Superintendent of School Administration will complete a personnel transaction form (PTF) to hire the approved substitute administrator

**IV. Reporting Procedures**

The Assistant Superintendent of School Administration must be notified, by the principal of the need for a substitute and indicate approval in advance of substitute assignment.

**V. Dissemination**

District Cabinet members, all Building Principals, Supervisory and Administrative employees of the Paterson Public School District.