

SUBSTITUTE TEACHER EMPLOYMENT

- I. The Board of Education recognizes its responsibility to provide continuous professional teaching services to students attending district schools. Therefore, the Board hereby establishes a policy of providing, whenever possible, certified substitute teachers to fulfill the responsibilities of a regular teacher absent on approved leave.
- II. Provisions of such substitutes shall follow the guidelines set forth below:
 - A. Definitions:
 1. An itinerant substitute is one who is assigned, on a daily basis, to take the place of a regularly employed teacher.
 2. A long term substitute is one who is assigned to take the place of a regularly employed teacher who is absent or a person initially hired as an itinerant substitute who, as a result of unforeseen circumstances, continues in the same position for 10 or more consecutive school days.
 - B. Salary:
 1. All itinerant substitutes will be paid at a per diem rate specified by the Board of Education during the annual Re-organizational Meeting.
 2. Salaries for long term substitutes will be computed on the following prorated basis: 1/200th of the then current negotiated Teacher's Agreement Step 1 salary per day of service.
 3. Such salary may be as otherwise recommended by the Superintendent of Schools and approved by the Board of Education.
- III. Limitations:
 - A. Substitutes with valid teaching certificates, or certificates of qualification, may render service in any capacity, for any number of days. Those substitutes serving on a long-term basis, other than per diem, are required to have the proper certification for the area being taught.
 - B. Substitutes without a valid certificate, but who are completing collegiate study towards certification at a rate not less than six semester hours per year may render service as in (A) above.
 - C. Substitutes without a valid certificate and who are not working towards certification

POLICY

PERSONNEL

6102

SUBSTITUTE TEACHER EMPLOYMENT

may render service for no more than forty (40) days per school year.

- IV. Substitute Teachers must make formal application through the District Office. Evidence of educational qualification, such as college degree, or certification status must accompany the application. Applicants will be evaluated and fingerprinted, and if approved, placed on a substitute list according to their approved area(s).

Waterville Central School District

Adopted: 01/14/80, 08/26/97

Revised: 08/23/05, 03/08/11, 01/26/16