



Capital School District

Board of Education Policy

Section: Human Resources
Title: Temporary and Part-time Personnel
Policy #: 500-07
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose:

To provide clarification for salary requirements for substitute and part-time personnel.

TEMPORARY AND PART-TIME PERSONNEL

SUBSTITUTE TEACHERS

The Human Resources Office shall maintain an active list of persons qualified to act as substitute teachers. The list will be available to all building principals through the substitute web based system.

Substitute teachers shall be reimbursed at a rate of pay specified by the State Board of Education for each full day of substitution or any portion thereof.

All substitute teachers should have on record with the Human Resource Office an application containing both personal and professional information.

TEMPORARY EMPLOYEES – PROFESSIONAL

Temporary professional employees will be employed by the Superintendent of Schools, subject to appointment by the Board of Education, as are required to maintain the educational program. Title 14, Delaware Code, shall be adhered to in all such employment. Salary shall be based on current salary schedules in effect at the time of signing a teacher contract.