No. 4400
SECTION: PERSONNEL
TITLE: SUBSTITUTE TEACHERS

ADOPTED: 3/21/78
READOPTED: 11/15/16;6/17/25
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9/24/02;5/15/06;6/21/10;
11/26/13;1/29/14

OXFORD AREA SCHOOL DISTRICT

Definitions:

Long Term Substitute: a substitute hired to replace a teacher for ninety (90) or more days.

Extended Substitute: a substitute hired to replace a teacher for more than twenty (20) days but less than ninety (90) days.

Daily Substitute: a substitute hired to replace a teacher on a daily basis or replacing a teacher for less than twenty (20) consecutive days.

A. All substitute teachers shall be certified for the position for which they are employed. However, in case of the unavailability of a properly certified substitute, principals may employ substitutes who are not certified for the area in which they will be substituting.

B. Any vacancy that is to be filled with a long term substitute for a period of ninety (90) days or longer shall be posted and filled using the usual recruitment sources. Vacancies for less than ninety (90) days can be filled using the services of the day to day substitute teacher program.

C. The substitutes shall be subject to supervision and evaluation as any teacher and will be expected to perform every duty of the regularly employed teacher for whom they are substituting.

D. The pay rate for the substitute teachers shall be established by the Board of Directors and should be reviewed annually by the Board of Directors to ensure external competitiveness.

E. Daily substitutes are not eligible for participation in the district's benefits programs. Long-term substitutes, those hired by the Oxford Area School District for a period in excess of ninety (90) days or more of consecutive services, will be eligible for all benefits as provided in the collective bargaining agreement for the professional staff.