GDA-AR5-2
Revised: January 8, 2020
Revised: August 22, 2023

Substitute Teachers and New Hire Compensation

Objective:

Substitute teachers who are licensed by the State Department of Education are utilized by the District on both a short- and long-term basis as the need arises. The District uses substitute teachers to provide instruction in the classroom when regularly assigned teachers are absent and for teaching positions for which there is no contract teacher.

As the number of certified teacher candidates continues to decline throughout the United States and Nevada, individual school districts must become increasingly creative in filling critical instructional positions. One method that has been increasingly utilized is the implementation of the Long Term Substitute (LTS) into vacant positions while the district continues to seek fully certified candidates. These LTS individuals commit to filling a direct instructional position and assume classroom instructional responsibilities (with mentor supports) including: lesson plan development, professional development requirements, various meeting requirements, etc.

The Administration Office will maintain a list of available substitute teachers. Arrangements for substitute teachers will be made through the principal's office.

In the event the need for the assignment exceeds ten (10) days, the District may offer the substitute teacher a long-term sub contract. The principal of the school in which the substitute teacher is employed is responsible for recommending the use of long-term sub contracts when warranted.

1. The District may hire a person who holds an endorsement as a substitute teacher to fill the position of a teacher under contract who is unavailable to teach. The substitute teacher with an endorsement may substitute in the same classroom for unlimited days.
2. A person desiring an endorsement as a substitute teacher shall meet the standards provided in NAC 391.332 and shall obtain an endorsement from the Nevada Department of Education.
3. The District may hire an emergency substitute teacher who meets the requirements of NAC 391.330 provided that the emergency substitute teacher does not serve as a teacher in one classroom for more than five (5) days in any twenty (20) day period. An emergency substitute teacher may be used only in an occurrence of an unforeseen circumstance which requires immediate action, including any period during which a licensed teacher or substitute teacher is not immediately available.

Payment of Substitutes:

1. Guidelines for Short-Term Substitutes

   Compensation for substitute teachers has been set by the Mineral County School district Board of Trustees at **$150** per day for substitutes teaching in a short term assignment (no transportation reimbursement). The District shall pay based on the fraction of the day worked.

2. Guidelines for Long-term Substitutes

   a. Long-term substitutes will be paid **$200** per day to regular substitutes under the following conditions:

i. On the 6th day and each day thereafter if
   - o on continuous assignment for the same teacher if that assignment begins on the first day of the semester, or
   - o replacing a teacher who has left because of a resignation or on a long-term medical leave when the District receives prior notice that leave will last a minimum of 20 days.

ii. If the entire last week (five days) of a semester is included in the assignment in the same classroom / assignment.

iii. On the 11th day and each day thereafter for continuous assignment in the same classroom / assignment.

b. An additional stipend paid in accordance with current negotiated agreement language will be given to any long-term substitute who must regularly work during their preparation period.

c. If a continuous assignment lasts for 20 days or more, after the 20th working day the substitute will have up to 2 days of leave without pay per quarter. These days may be carried and accumulated thru the school year but are unpaid and have no associated compensation. There is no accrual to subsequent years.

New Hire Compensation Procedure:

In addition, we have increasingly come to recognize the difficulty in assisting new employees, either having just completed their teaching degree / ARL application, or holding out of state certification, yet waiting on Nevada certification. During the interim from the beginning of the school year until the time of certification by the Nevada Department of Education there is considerable financial strain and hardship on our new teacher hires. Repeatedly, we have encountered hesitation on the part of potential certified candidates to enter a position, with such financial uncertainty for an indefinite period of time.

As a result, MCSD has created a compensation model for these individuals, based upon NDE certification criteria.

Teacher Awaiting Acceptance into ARL Program: If a teacher is awaiting acceptance into the ARL program and does have a substitute license, the teacher will be paid the rate of a long term substitute - **$200**/day with benefits (and may be alone with children) until they are accepted into the ARL Program. Once accepted into the ARL Program and provided with a provisional license, the teacher will be offered a pro-rated teaching contract that begins on the date of certification (if mid-year) or the first certified contract day of a new school year (if accepted into ARL during the summer), with full benefits being provided.

Out-of-State Fully Certified Teacher: If a new teacher is hired as a fully certified teacher from another state and are awaiting Nevada certification from the NDE, they will be paid at the rate of **$35**/hour, with benefits, until their certification is cleared for the State of Nevada. At that point, the teacher will be offered a pro-rated teaching contract that begins on the date of NV certification.