

PERSONNEL REGULATIONS - SUBSTITUTE TEACHERS

A. Definition

A substitute teacher is defined as a person not under contract as a regular teacher who is employed during the regular teacher's absence. The School Board reserves the right to approve all substitutes.

B. Pay

Substitutes shall be paid at a per diem rate set annually by the School Board. No employee may pay for a substitute either for personal absences or for absences necessitated by illness or injury. If the assignment of the substitute for the same teacher exceeds ten consecutive days, but is less than one semester, the substitute will be paid one hundred dollars per day. Such a pay increase shall begin with the eleventh consecutive day.

Substitutes shall be paid on the last working day of the month for days reported by the 15th of the month except for December, which has to be reported by the first Friday. School secretaries shall forward the appropriate time sheets to Mrs. Tina Cropp, Finance Officer, indicating the substitute's name and days taught.

C. Long-Term Substitutes

As required by the *No Child Left Behind Act* (NCLB), efforts will be made to employ a licensed and endorsed substitute for a teacher who is absent for more than four weeks. Substitutes meeting the highly qualified requirements will be paid according to the beginning teacher salary on the approved salary schedule.

The School Board may enter into a contract with a fully endorsed and licensed teacher to fill vacancies of a minimum of one semester but less than two semesters with pay based upon the salary schedule and allowances as set annually by the School Board. Entering into such a temporary contract does not obligate the Board beyond the terms of such contract.

D. Duties and Responsibilities

The substitute should receive the assignment and information relative to carrying out the teacher's duties no later than 8:00 A.M. in the principal's office, unless otherwise notified by the principal. Each regular teacher will leave lesson plans for each class/teaching period. The substitute teacher is expected to take the teacher's regular duties for the day relative to playground, bus, hall, and other assignments. The substitute teacher should see that the room is left in order and ready for the next day. The substitute teacher should leave information for the regular teacher concerning instruction, memos from the office, notes from parents, corrected papers, and all other information which may be helpful to the regular teacher.

E. Health Examinations

Substitute teachers shall be required to meet the same health requirements as all other licensed personnel. (See Policy GBE)

F. Background Checks

Substitute teachers shall be subject to fingerprinting, criminal records and abuse and neglect checks as all other employees. (See Policy GCDA)

Revised: January 12, 2009
