

POLICY

2006 2017

6221
1 of 2

Personnel

SUBJECT: Part Time and Certified Substitute Teacher Professional Staff Employment

The primary responsibility of a substitute teacher is to provide for the continuity of instruction during an absence of the primary classroom teacher. A substitute is a teacher that assumes all the responsibilities of leadership in order to achieve effective classroom organization, management and discipline. We are most willing and anxious to provide whatever help a substitute may desire in areas of materials or general information.

All certified substitute teachers are employed as certified substitute itinerant teachers and are paid per diem rates or as provided by this policy and the salary schedule for certified substitute teachers. Certified substitute teachers are expected to serve a usual day that follows the same schedule of as the regular classroom teacher they are replacing. Any variations shall be approved by the Building Principal.

On the twenty-sixth (26th) day of any continuous long-term substitution substitute teaching for the same teacher, an itinerant a certified substitute will be placed, retroactively, on the annual salary he/she would have received as a regular teacher. The Superintendent in his/her discretion, may waive the twenty-five (25) day waiting period if it is known up front that the teacher being replaced shall be out more than twenty-five days and less than ninety (90) days. In the event that the certified substitute teacher is exceeded in June and is subsequently hired as a long-term substitute in September of the following year, in the same position, the twenty-five 25 day per diem rate may be waived and such certified substitute teacher will commence with his/her long-term substituting at the appropriate salary. In the event that a long-term certified substitute teacher subsequently is hired the following school year, in the same position, the twenty-five (25) day itinerant per diem rate will be waived and such certified substitute teacher will commence his/her long term certified substitute position substituting at the appropriate rate.

Long term certified substitute teachers substitutes who continue in the same position as described above, beyond the twenty-five (25) days will also, on the twenty-sixth (26th) day, be granted one (1) sick leave day for each thirty (30) substitute days. Such sick leave days are cumulative within any single position and may be used as long as the certified substitute remains in the same position. At the time that such specific position is terminated for the certified substitute teacher, any accumulated sick leave days are void, and may not be carried over to a different position.

There are no other fringe benefits available to long-term certified substitute teachers.

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6221
2 of 2

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Long-term certified substitute teachers who will be teaching ninety or more days in the same position will be entitled to a waiver of the twenty-five (25) day per diem rate and will be entitled to a single health insurance plan.

In the event that a long-term certified substitute teacher is subsequently hired as a regular teacher in the district, such teacher shall be entitled to one year of experience credit for each long-term substitute position that was held at least seven (7) months of the ten (10) month school year. Such experience credit will be granted only for certified long-term substituting, not through the accumulation of seven (7) months of itinerant per diem substituting. The final decision governing the granting of experience credit shall rest with the Superintendent.

Adopted: July 24, 2006

Revised: 00/00/2017