

SUBSTITUTE TEACHERS

Substitute teachers are hired to meet the instructional needs of students in the absence of district teachers. Building principals will have the following information available for substitute teachers: student roster with seating arrangement, current lesson plans, teaching schedule, instructional materials including textbooks and AV equipment, and an outline of school procedures

Emergency substitute teacher requests will be scheduled by the district office from 6:00 to 6:30 AM. All other substitute teachers shall be scheduled by building principals or their designee from a substitute teacher list provided by the district office. All substitute teachers must have a current teacher or substitute teacher license on file in the district office.

Substitute teacher compensation shall be paid as follows:

1. Substitute teachers will be paid ⁴⁹⁰\$75 per full teacher workday.
 - a. A full workday will be defined as a minimum of 7 periods starting at 8:00 AM and ending at 4:00 PM. Building principals may assign substitutes an 8th period, but no additional compensation will be paid.
 - b. A half workday will be paid at half the full day compensation rate. Substitute assignments for AM only will be scheduled from 8:00 until the beginning of the lunch period (periods 1-5 in the high school and periods 1-4 in the middle school). Substitute assignments for PM only will be scheduled from the end of the lunch period until 4:00 PM (periods 6-8 in the high school and periods 5-8 in the middle school).
 - c. Substitutes hired for less than half workday assignments will be paid 1/8 the full day compensation for each period worked.
2. A substitute teacher, after substitute teaching fifteen (15) consecutive days in one position, will be paid at a rate of 1/189th the base salary pay on the master schedule.

3. Substitute teachers are not eligible for any sick leave, emergency leave, personal days, insurance benefits, mileage, or other forms of compensation other than those listed in this policy.

Adopted: January 23, 1989

Revised: December 2, 1996
September 8, 1998
October 4, 1999