

SUBSTITUTE TEACHERS

Substitute teachers shall be classified according to the following categories and employed in accordance with these procedures.

1. Per Diem Substitute is a teacher employed on a daily or short-term basis (20 or fewer days) and paid according to the per diem substitute teacher rate in effect. Per diem substitutes shall be called from a list of qualified substitutes approved by the Superintendent and made available to all schools. The Superintendent is authorized to establish the qualifications of substitute teachers. All per diem substitute teachers shall possess a GED or a high school diploma.
2. Interim Substitute is a teacher who works more than twenty days in one continuing assignment due to the extended temporary absence of the teacher for whom he/she is substituting. Beginning with the 21st day on the assignment, the interim substitute will be paid according to the first step of the salary lane for his/her particular degree classification. Depending on the needs of the District, the Superintendent may decide, to pay the interim substitute retroactive to the first day of the assignment, according to the first step of the salary track for his/her particular degree classification. Arrangements for employing a substitute for more than twenty days will be made by the appropriate Assistant Superintendent in consultation with the Principal.
3. Continuing Substitute is a teacher who may be employed to temporarily replace a contracted staff member on an approved leave of absence, or a teacher who may be employed up to 180 school days to fill the position of a staff member who has resigned, retired, deceased or has otherwise permanently terminated employment with the District. A continuing substitute is entitled to the salary, supplemental benefits, and sick, personal, bereavement, and professional leave privileges of other teachers. However, the continuing substitute differs from a regularly employed teacher in that he/she is employed for only a limited designated period and is not under partial year, annual or continuing contract. Continuing substitutes shall be nominated by the Superintendent upon recommendations received from appropriate administrators, and approved by the Board of Education.

If a per-diem substitute or interim substitute is nominated for continuing substitute status, their rate of pay will be adjusted in accordance with the current teachers salary schedule, upon Board approval.

4. **Screening of Applications and Applicants:** The Department of Human Resources will screen all substitute applications and set up interviews for candidates meeting selection criteria with a principal from the grade level(s) that the applicant has requested, i.e., secondary and/or elementary.
5. **Related Employees:** In compliance with POPPS Policy 8220, "Related Employees," substitute teachers shall not be interviewed by, or hired by, or supervised by a family member, i.e., parent, spouse, child, sister, brother, stepparent, stepchild, foster parent, guardian, in-law, grandchild, or grandparent.

R/Bd. Approved 4/14/86

R/93

R/Bd. Approved 1/29/96

R/Bd. Approved 8/21/00

R/Bd. Approved 11/25/02

R/Bd. Approved 03/31/03