

PART-TIME AND SUBSTITUTE EMPLOYEES

The superintendent shall cause a list of qualified substitute teachers to be maintained who may be called on to replace regular employees who are absent. Such a list shall be filed with the principal of each school.

Insofar as possible, the principal or a designated staff member or commercial service will call persons on the substitute list for the grades and/or subjects for which they are listed. A person whose name does not appear on the substitute list may not be employed in the school district except when specifically approved by the superintendent. Principals will be responsible for seeing that the work of the substitutes is as effective as possible and will provide substitutes with orientation and supervision.

See Policy GBCD for background information and criminal records check.

RATE OF PAY FOR SUBSTITUTES

The rate of pay for a substitute for the first twenty consecutive school days shall be set by the board and subject to periodic review.

Whenever a fully qualified substitute is required for a period in excess of twenty consecutive school days and the substitute will have full responsibility for the instruction, including planning lessons and grading students, such a substitute will be placed at the minimum daily teacher salary for the district beginning with the twenty-first day.

Whenever the period of substitution continues beyond thirty consecutive days the substitute will, if fully qualified, be appropriately placed on the salary guide beginning with the thirty-first day for as many additional consecutive days as the substitute may continue in the position.

When a supervisory teacher is absent for the day, the student teacher, if qualified, may serve as the substitute teacher, and be paid at the prevailing substitute rate.

ADOPTION: August 1991