

PROCEDURES: Exhibit: 401.12A

SUBSTITUTE TEACHERS: PAY, BENEFITS, AND DUTIES

Definition: Substitute teachers are classified into two groups:

- (1) Daily substitute (work is not on a continuous basis)
- (2) Long-term substitute (work in the same assignment and is continuous up to 90 days)

Pay: A daily substitute's rate of pay shall be approved by the District Board of Education and shall be communicated in the Substitute Handbook. All substitute teachers will receive this amount for the first ten (10) continuous days of a specific teaching assignment. The District has the right of assignment. During the preparation period of the regularly scheduled teacher, the Substitute teacher may be required to fill in for a different teacher. On the eleventh (11th) day in the same assignment and continuing thereafter in that same teaching assignment, the substitute teacher will be placed on the regular salary schedule at step 0 of the teacher's BA lane. For subsequent long term placements, 10 days or more, within the same school year, the substitute teacher will start at the regular salary schedule commensurate step 0 of the teacher's BA lane for the duration of the long term assignment. Furthermore, the Substitute teacher may be required to fill in for a different teacher and will receive additional pay equal to his/her hourly rate for that class period.

Benefits: A daily and long-term substitute teacher shall not have benefits.

Duties: A Handbook for Substitute Teachers will be updated annually by the Director of Human Resources to provide the necessary information for substitute teachers. Substitute teachers are expected to perform the same duties as licensed teachers.

The District has the right of assignment/placement.

Revised: 7/9/12, 10/14/19, 05/09/22

Reviewed: 7/22/08; 7/9/12, 1/9/2017, 09/26/22