

	ABERDEEN SCHOOL DISTRICT	NEPN Code: GCG
	POLICIES AND REGULATIONS	

PERSONNEL

SUBSTITUTE PERSONNEL

A. At the beginning of each school year, the Superintendent of Schools or his/her designee shall prepare a list of qualified substitute teachers. It will be the responsibility of the staff member designated to select substitute teachers from this list.

B. Substitute teachers shall be defined in two categories as set forth below:

A “*certified teacher substitute*” is a teacher who has completed an approved course of study as a teacher and currently holds a valid teaching certificate or an expired teacher certificate.

A “*non-certified teacher substitute*” is a person without teacher training, who has not completed an approved course of study as a teacher that would lead to eligibility to hold a state approved teacher certificate. Non-certified teacher substitutes may teach no more than five (5) days consecutively in any one classroom or subject. The Superintendent or his/her designee may approve or disapprove the extension of days of service to the school district. “Non-certified teacher substitutes” must have earned an associate degree or 48 credit hours at the post high school level or must demonstrate through a formal academic assessment knowledge of the ability to assist in instructing reading, writing, and mathematics.

C. Certified and non-certified teacher substitutes shall be paid according to the substitute salary schedule.

D. If a certified substitute teacher is assigned to teach for more than 10 continuous school days in the same position (long-term substitute), the rate of pay shall be at the rate indicated in the substitute teacher salary schedule. If a substitute teacher remains in a long-term assignment for more than 35 consecutive school days, the substitute teacher shall receive the rate of pay indicated on the substitute teacher salary schedule. The salary shall be paid retroactively to the first consecutive day in that assignment. The long term sub assignment will not be considered continuing and will expire at the end of the current school year.

E. Substitute teachers who are inadvertently assigned will be asked to assist in the school or elsewhere within the district for the total amount of time they were originally assigned for that day, unless he/she waives the assignment.

F. On days of inclement weather or other unforeseeable circumstances that shorten a school day, substitute teachers will be paid for the total amount of time they were assigned for that day.

- G. Substitute Administrative Assistants/EA will be paid at the appropriate starting hourly rate of the position to which they are assigned, based on rates in the Classified Salary Schedule.
- H. Substitute personnel must report to the Principal's office at the beginning of each assignment.
- I. A Substitute Time Sheet must be completed by each substitute teacher by the end of his/her assignment and given to the Principal.
- J. A Substitute Teacher Evaluation Form may be completed by the teacher following the substitute's teaching assignment. The Building Principal will discuss evaluations containing areas of concern with the substitute teacher. This evaluation form will be filed in the substitute teacher's personnel file.
- K. Permanent substitute teachers may be hired for the entire school year at the rate specified in the substitute teacher salary schedule. They will be assigned at the discretion of the Principal.

Permanent substitute teachers may request time off with the approval of the Principal.

Permanent substitute teachers are not eligible for employee benefits.

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