

**PART TIME AND SUBSTITUTE PROFESSIONAL STAFF
EMPLOYMENT**
(SUBSTITUTE TEACHERS)

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

Insofar as possible, the Principal or designee will call teachers on the substitute list for the grades and/or subjects for which they are listed. An individual whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and teachers will provide him/her with appropriate lesson plans

SUBSTITUTE PAY

The rate of pay for substitute shall be set by the School Board and be subject to periodic review.

When it is known the substitute is needed for more than ten consecutive days, pay for certified substitutes is based on the per diem rate for base salary step 1 BA after the 10th day.

All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment.

Mrs. Janet Gagnon, Chairperson
Mrs. Priscilla Colbath
Mrs. J. Lisbeth Olimpio
Mr. Fred Elliott
Mrs. Judith Nason

Adopted by the Board: 4 April 2001
Revised by the Board: 17 October 2001
Reaffirmed by the Board: 17 October 2002
Revised by the Board: 6 April 2011