

## POLICY ON SUBSTITUTE TEACHERS

An **Itinerant Substitute Teacher** is one who is assigned, by the day, to take the place of a teacher who is out because of a brief absence. The itinerant substitute teacher's per diem rate shall be set annually during the budget development process. After serving for a total of 100 on-consecutive days in the district, an itinerant substitute shall receive an additional \$10 for each day of service thereafter.

A **Regular Substitute Teacher** is an appropriately certified person assigned to take the place of a regular teacher who will be absent for more than 10 days in succession. A regular substitute teacher will be so appointed by the Board of Education and paid at the daily rate of 1/200<sup>th</sup> of the prevailing Bachelor Degree entry level, retroactively to the first day of this employment.

An **Extended Term Substitute Teacher** is an appropriately certified person assigned to fill a planned vacancy of one semester or more on a non-permanent basis. An extended term substitute teacher will be placed on the regular teaching salary schedule.

Itinerant and regular substitutes are not eligible for fringe benefits which are normally paid to teaching staff members. Extended term substitutes are eligible for all fringe benefits paid to teaching staff members.

If the nature of a substitute teacher's assignment changes (e.g., from itinerant to regular, or from regular to extended term, within the same assignment), he or she shall be appointed retroactively to the new category.

Approved: 5/13/03

(3<sup>rd</sup> 5/13/03; 2<sup>nd</sup> 4/17/03; 1<sup>st</sup> 2/27/03)