

EMPLOYMENT OF SUBSTITUTE TEACHERS**I. Employment**

- A. Potential substitute teachers must submit an application to the Superintendent's office. Minimum qualification is high school diploma or GED certificate. Desirable qualifications are college training, teaching certificate, and subject qualification. Long-term substitutes hired under **II. B.** below shall be college graduates or have equivalent life experience. Application will be accompanied with three letters of reference (or reference checks) attesting to the individual's character and ability to fulfill the role of a substitute teacher.
- B. When file is complete with a criminal records check, the file will be given to the Director of Instruction for review.
- C. The Director of Instruction checks all references. If the individual is qualified to become a substitute teacher, the Director of Instruction will arrange for an interview.
- D. Upon receipt of the recommendation from the Director of Instruction, and completion of a paid substitute training workshop offered by MSAD #40, the Superintendent will put the individual's name on the substitute list that is circulated to all Principals.
- E. For tutors, the same process is applicable, except that the name goes on the tutor list and the Director of Student Services reviews the application.

II. Usage of Substitutes**A. Part-time, Occasional Substitutes**

Part-time, occasional substitute teachers in MSAD #40 are those who serve less than 10 consecutive days in any one position and, in practice, generally do not serve more than a day or two in any one position. Lesson plans will be left by the absent teacher. Part-time, occasional substitutes are not guaranteed any set number of work-days a year. They will be paid at a rate determined by the Board from time to time for each day of substitute teaching. NO benefits are a part of this position. If a substitute unexpectedly is required to remain in the same position for more than ten consecutive days, all days of substituting in that position will be handled, retroactively, the same as a long-term substitute.

B. Long-Term Substitutes

Long-term substitute positions (those who serve 10 or more days in the same position) will be filled at the appropriate step on the salary schedule commensurate with the substitute's experience and training, providing that the substitute is properly certified in the area of the teaching assignment. Lesson planning will be done by the long-term substitute after the first day or two. The certified substitute shall receive as benefits, pro-rated sick leave days and pro-rated single health care insurance. In the absence of proper certification, the substitute will be paid at a rate determined by the Board from time to time and receive one day per month as a sick leave day benefit. Advertisement and interviews are not required for long-term substitute positions.

C. Permanent Substitutes

The Superintendent may employ permanent substitutes on a district-wide basis. These individuals shall be the first called for any occasional substitution needs. They will be guaranteed 90 days of work. In return, they will be available and on-call to SAD 40 all school days of the year. The absent teacher will leave lesson plans. The substitute will be paid at a rate determined by the Board from time to time and will receive benefits 60% of single health insurance premium. The permanent substitute will be paid on a regular, two-week basis. If the permanent substitute works more than 90 days, remaining paychecks will be adjusted accordingly.

Permanent substitutes who are qualified and apply for an open teaching position will receive an interview.