

Regional School Unit 73 Board of Directors	CODE: GCG Page 1
SUBJECT: Substitute Teachers	
DATE OF ORIGINAL POLICY:	August 21, 1979
DATE OF NEXT REVIEW:	2018
CANCELS POLICY CODE:	None
REVISION DATE:	12/4/1997; 4/17/1980; 8/27/1985; 10/3/1991
JURISDICTION:	RSU 73 Schools

POLICY: Substitute Teachers

It will be the responsibility of the principal to assign a substitute to fill any vacancy caused by the temporary absence of a regular staff member. The substitute teacher shall be selected from a list of substitutes provided by the superintendent's office. All substitutes must have a current Criminal History Record Check (CHRC) on file at the Superintendent's Office.

In the filling of these temporary vacancies, an effort shall be made to secure qualified substitutes who have full certification, training or experience at the level or in the subject specialization of the teacher who is absent and who have demonstrated previous success in the classroom.

Principals shall attempt to maintain as much continuity as possible by engaging one substitute for the full period of absence of one teacher and by calling back a substitute to serve in a classroom in which he/she has already performed successfully during the same term. The state requires that substitutes with less than two years of college are allowed a maximum of ten days in any classroom during a school year. Substitutes with more than two years of college are allowed a maximum of 60 days in the classroom during a school year. Bachelor degree holders may substitute for a maximum of 90 days in any classroom during a school year and certified teachers, within their area of certification, are allowed unlimited days.

Substitute teachers who are employed for part of a school day (3.5 hours) will be paid at one-half of the daily rate of pay.

Substitute teachers who replace a regular teacher on a temporary basis for more than ten continuous school days will be paid starting on the 11th consecutive day at a per diem rate. Substitutes with less than two years of college are prohibited from working in a classroom for more than ten days.

Substitutes with more than two years of college but less than a bachelor's degree who replace a teacher on a temporary basis for more than ten continuous days will be paid at the per diem rate of the lowest step on the RSU73 teacher contract bachelor's scale starting on the 11th day. Substitutes with more than two years of college but less than a bachelor's degree shall not work in any given classroom for more than 60 days in a school year.

Fully certified teachers who replace a regular teacher on a temporary basis for more than ten continuous days will be paid at a per diem rate equivalent of the lowest step on the RSU73 teacher's contract. Substitute teachers will not be eligible for professional fringe benefits accorded full time teachers.

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The Superintendent will review compensation for substitutes on an annual basis and make recommendations to the Board if he/she believes changes are necessary or desirable to maintain an adequate roster of substitute teachers.

Less than two years of college	Ten day limit in any classroom in any given year	No long term substituting
More than two years of college but less than a bachelor's degree	60 day limit in any classroom in any given year	If the assignment will last more than 60 days, long term substituting by a substitute who holds less than bachelor's degree is prohibited
Bachelor's degree	No time limitations to substituting	Long term substitutes are paid a per diem based on the lowest step on the teacher's contract bachelors scale

Adopted: May 22, 2014