

**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT  
(Substitute Teachers)**

The superintendent, or designee, shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. The list will be filed with the building administrator of each school. A substitute whose name does not appear on the substitute list may not be employed except when specifically approved by the superintendent.

The building administrator, or designee, will be responsible for seeing that the work of the substitute is effective by providing him/her with detailed plans for the day.

Long-term Substitute Pay

Any long-term substitute, after substituting for twenty (20) consecutive days, will be placed on step (1) of the BA track of the pay scale.

Day-To-Day Substitute Pay

The district's base pay rate for substitute teachers shall be paid per full school day. After substituting twenty days in one SAU district in a given school year, a substitute teacher's pay will be increased to a higher daily rate. It will remain at the higher rate for the twenty-first and all succeeding days and years that he/she substitutes in that district.

In Greenland and Rye: Certain qualified substitutes may declare themselves as Greenland specific or Rye specific substitutes with the approval of the administration. They will earn the higher daily rate in their declared district starting day one, provided they do not accept a substitute position in another district until after 6:30 a.m. each school day.

Adopted 2007  
Reviewed 2015

