

## SUBSTITUTE TEACHER POLICY

### Job Goal

A substitute teacher is charged first and foremost with the responsibility of enabling each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher. A substitute teacher is also responsible for maintaining order and discipline in the classroom and hallways in the absence of the regular teacher.

### Examples of Duties

1. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.
2. Remains in assigned classroom until all students have been dismissed for the day.
3. Assumes responsibility for overseeing pupil behavior in class and surrounding areas.
4. Reviews with the principal, or designee, all plans, duties and schedules to be followed during the teaching day.
5. Teaches the lessons outlined by the absent teacher.
6. Consults with the principal, or designee, before initiating any teaching or other procedures not outlined in the absent teacher's lesson and/or unit plan.
7. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
8. Writes a note about work completed at the end of each teaching day and leaves it for the regular classroom teacher.
9. Verifies with the school secretary or school principal that his/her attendance will/will not be required on the following teaching day.
10. Assumes any other reasonable duty or assignment made by the principal or his/her designee that would normally constitute the responsibility of the regular teacher for whom the substitute has been employed.

### The substitute salary, set by the Board of Directors of RSU 68 is:

- A. State of Maine certified teacher, or its equivalent as determined by the Superintendent at the time of substituting - salary will be \$75.00 per day.
- B. A substitute with a 4 year degree from an accredited school - salary will be \$70.00 per day.
- C. A substitute with 2 years or more of college i.e., (60 plus credit hours) from an accredited school - salary will be \$65.00 per day.

- D. A substitute teacher with a high school diploma - \$60.00 per day.
- E. A substitute teacher who has attended and satisfactorily completed the Piscataquis Valley Adult Education Cooperative substitute training course will receive an additional \$5.00 per day to their daily rate schedule.
- F. A skilled registered nurse (RN) – salary will be \$120.00 per day.

All substitutes, prior to employment by MSAD 68, must have completed the requirements for a background check and fingerprinting as required by Maine State Statute. Potential substitutes will be expected to pay the processing fee for the criminal history records check.

A copy of the Substitute Policy will be given to all participants annually.

Substitutes teaching more than 10 days in one assignment will be required to be fully certified. Should the term of employment for a State of Maine certified teacher as a substitute be extended beyond twenty school days in a continuous assignment - due to extended illness or leave of absence of the regular teacher - the substitute will be placed on a per diem salary calculated on the then-current base teaching salary figure as set in the Master Teaching Contract divided by the number of school days in the then-current calendar, and given a letter clearly stating the conditions of employment. Whenever such a situation exists it must not be construed as carrying with the substitute position automatically the right to future employment beyond the terms of that particular letter.

Substitutes hired for any classified position will be paid at the current minimum wage per hour. After accumulating 30 days of service in the same position within the same school year, the rate of pay will change to an amount one-half between the minimum wage and the base scale amount; after accumulating 90 days of service in the same position within the same school year, the rate of pay will change to the base scale amount.

If law requires, substitutes must have a T.B. test.

ADOPTED: SAD #68 Board, March 6, 1991

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Revised: May 1, 2002

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