

JAY SCHOOL DEPARTMENT
NEPN/NSBA Code: GCG

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.

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.

Substitute teachers who are employed for part of a school day 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 10 continuous school days will be paid retroactively starting with the first continuous school day at the per diem rate of 1/181st of the starting salary for a first year teacher with a Bachelor's Degree.

Fully certified teachers who replace a regular teacher on a permanent basis who have been issued a regular teacher's contract will be paid at a per diem rate of 1/181st of the annual salary equivalent to the substitute's years of creditable teaching experience.

Substitute teachers will not be eligible for professional fringe benefits accorded regular teachers.

NOTICE TO PRINCIPALS ON 5/17/78

M.S. & H.S. - Prior to 11 A.M. - pay full day

M.S. & H.S. - After 11 A.M. - pay 1/2 day

Elem. - Prior to 12 Noon - pay full day

Elem. - After 12 Noon - pay 1/2 day

Adopted: AUGUST 21, 1979, DECEMBER 4, 1997

Amended: 4/17/80; 8/27/85; 10/3/91