

## SUBSTITUTE TEACHERS

Substitute teachers may serve on a day to day basis to fill short-term classroom teaching or instructional vacancies caused by the absence, resignation, inability to employ or termination of a certified teacher, educational specialist or hourly employee.

### Qualifications and Limitations

- A. All substitute teachers shall be approved by the Maine Department of Education (Fingerprinted and background check).
- B. A Certified Teacher [within the scope of their certification] has no time limit.
- C. A Certified Teacher [outside the scope of their certification] has a 90 day limit.
- D. A person with two or more years of college has a 60 day limit.
- E. A high school graduate who substitutes at a vocational center or vocational region needs two years of trade experience and may serve 60 days.
- F. A high school graduate may substitute for up to 10 days.
- G. Tutors must be certified teachers unless teaching the homebound or hospitalized. NOTE: After 60 calendar days, homebound or hospitalized instruction for exceptional students must be provided by a certified Special Education Teacher.

### Compensation

#### A. SHORT-TERM/DAY BY DAY

Substitute teachers will be paid at a per diem rate, or portion there of, approved by the Board of Directors of RSU #2 and aligned with the requirements in Chapter 115.

#### B. LONG-TERM

- 1. When a substitute teacher has worked in the same position for a period of ten consecutive days at the short-term rate, he or she may be paid at a per diem rate equal to Step 0 on the Bachelor's Degree scale, divided by 182 days, for continued, consecutive days worked in that position.
- 2. When a substitute teacher is retained for a predetermined period in excess of ten consecutive school days, but less than forty-five days, the superintendent may employ that individual immediately at a per diem rate equal to Step 0 on the Bachelor's Degree scale, divided by 182 days.
- 3. When a substitute teacher is retained for a period in excess of forty-five days, the superintendent is to employ that individual at a per diem rate equal to Step 0 on the Bachelor's Degree scale, divided by 182 days.

Legal Reference: 20-A M.R.S.A. § 13402(3)  
Chapter 115 § 12 Substitute Teacher

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