

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

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the principal of each school.

Insofar as possible, the Principal or designee will call teachers on the substitute list for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

**SUBSTITUTES PAY**

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review.

*All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment.*

*See policy GBCD for Criminal History Records Check information.*

**District Policy History:**

First reading: 6/21/2022

Second reading/adopted: 08/23/2022

***District revision history:***

**Legal Reference:**

*RSA 189:13-a, School Employee and Volunteer Background Investigations*

***Legal References Disclaimer:*** *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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