Big Foot Area Schools Association Section G or 500: Personnel

BFHS/Reek Policy Code: GCE

Fontana/Walworth/Sharon Policy Code: 534

**SUBSTITUTE TEACHERS**

Each year the Big Foot Area Schools Association will advertise and maintain a list of substitute teachers available for work within the Association.

To be placed on the list of available substitute teachers, individuals must:

* complete a substitute teacher application,
* annually indicate that they are available for service, and
* provide evidence that they hold a valid Wisconsin teacher's license or submit a copy of their application for a Wisconsin license.

Additionally, potential substitute teachers must:

* submit to pre-employment criminal background checks in accordance with BFASA Policy GBAA.
* complete prescribed training for substitute teachers if they do not hold a valid teaching license issued as the result of completing an approved teacher preparation program at a college or university.

The daily rate of pay for a substitute teaching in the Big Foot Area Schools will be reviewed by the BFASA administrative team on an annual basis. Salaries paid substitutes will be at a rate competitive with neighboring school districts.

A long-term substitute is defined as a teacher who substitutes in a single assignment for a period longer than 20 consecutive days. On the 21st day of service, that teacher shall receive the daily rate equivalent to that of a beginning teacher on the current teacher salary schedule of the district being served. Alternately, if a district knows that the substitute teacher will serve for a period longer than 20 days in the same assignment, then the teacher shall immediately be paid at the daily rate of a beginning teacher on their salary schedule.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**CROSS REFERENCES:**   Policy AC, Nondiscrimination

Policy GBAA, Pre-Employment Criminal Background Checks

**POLICY ADOPTION**:      June 15, 1995

**POLICY REVISED:**     March 19, 2001