

# MAYNARD PUBLIC SCHOOLS

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**School Committee Policy:**

**#441**

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## Substitute Teachers

The Maynard Public Schools shall employ substitute teachers as necessary to provide continuity of instruction for the students of Maynard.

It shall be the Administration's responsibility to employ substitute teachers at rates of pay set by the School Committee. Rates of pay are set to increase with increasing responsibility, and are intended to be competitive with rates in the region. Administrators shall make every reasonable effort to employ only certified teachers as substitute teachers. If a certified teacher is not available, every reasonable effort will be made to hire a teacher who has completed a practicum in student teaching. Substitute teachers are invited, without compensation to attend in-service workshops, courses and meetings and may claim Professional Development Points (PDP's) toward State Recertification.

Substitute teachers are required to comply with School Committee policies # 402 - *Criminal Offender Record Information*, and #403 *Background Checks (Fingerprinting)* prior to employment.

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Date Approved: 10/9/14

Earlier Version: 12/04, 5/99, 9/96, 9/93

Cross Reference: #402, #403

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