

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

It will be the responsibility of the principal or his/her designee 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 furnished by the superintendent's office.

In the filling of these temporary vacancies, an effort shall be made to secure substitutes who have full teacher certification, and at least training or experience at the level or in the subject specialization of the teacher who is absent. Substitute Staff, employed for more than 20 Consecutive days, may expect to take part in an evaluation process utilizing the evaluation procedures for probationary teachers. Only fully certified teachers shall be assigned whenever possible to classes whose regular teachers are on long-term leaves (20 or more consecutive days) of absence.

Principals shall attempt to maintain as much continuity as possible by engaging one, and only, 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 shall be paid at the rate established by the School Committee. Substitute teachers working more than (1/2) day shall be paid for a full day. Substitute teachers working (1/2) one half day or less shall be paid for (1/2) one half day. After a substitute teacher shall have worked 20 consecutive days or more in the same assignment, his/her daily pay will be computed at the rate of 1/181 of the minimum schedule base and becomes retroactive to his/her first day of substituting as long as he/she continues in that same position.

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