Substitute Teachers

In Glenburn Schools, 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 or educational specialist.

Qualifications

A. All substitute teachers shall be approved by the Maine Department of Education.

B. Certified teachers may substitute outside the scope of their certification for not more than 90 teaching days in any one teaching assignment.

C. Persons having two or more years of college preparation may serve as substitute teachers for not more than 60 teaching days in any one teaching assignment.

D. Only in cases of emergency may a person with less than two years of college preparation who has graduated from high school serve as a substitute teacher, and such assignment shall not exceed 10 teaching days

E. Teaching days shall include consecutive and non-consecutive days in the same teaching assignment during a school year.

F. Successful background check, completion of FERPA as well as any other training determined appropriate.

Compensation

Substitute teachers must be compensated at the rate that will be determined by the Glenburn School Board. Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school district except as required by law.

Communications

The superintendent is responsible to ensure substitute teachers are appropriately trained on Glenburn's standards of conduct, professionalism, school rules, and policies.

The superintendent will develop and implement any administrative procedures necessary to carry out this policy.

Legal Reference: 20-A M.R.S.A. § 13402(3)
Chapter 115 § 13 (Maine Department of Education Rules)

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