

REGIONAL SCHOOL UNIT No. 67

SUBSTITUTE TEACHERS

The R.S.U. No. 67 Board of Directors acknowledges that 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.

The Superintendent/designee shall be responsible for developing and implementing procedures for recruiting, screening, hiring, and assignment of substitute personnel and for maintaining a roster of approved substitute personnel.

The building principal/designee shall be responsible for obtaining substitutes from this roster.

The Board believes that substitute teachers should be expected to provide educational services as well as learner supervision. Substitute teachers are required to adhere to all Board of Directors policies and district procedures.

R.S.U. No. 67 administration reserves the right to select and schedule substitutes at their discretion.

Qualifications

- A. All applicants for substitute teaching positions must obtain a Criminal History Record Check (CHRC), in accordance with the Maine Department of Education rules and process before they are assigned to a school and must keep their CHRC certificate current and up to date.

[NOTE: "Processes" refers to Maine's NEO system.]

- 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

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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. Substitute teachers shall have an orientation meeting with the superintendent/designee prior to assuming their responsibilities.
- G. Substitute teachers shall complete the district's online training program prior to the start of the academic year or prior to being placed on the district's substitute list.

Continuity

In filling temporary vacancies, effort should be made to secure substitutes who are certified and experienced in the grade or subject area of the teacher who is absent.

Whenever possible, the continuity of student educational programming should be maintained by engaging a single substitute for the full period of absence of any one teacher and by calling back the same substitute to serve in a classroom where he/she has already performed successfully during the school year.

NOTE: It is the obligation of the substitute to notify the Superintendent of any certification and/or contact information changes. Substitutes are required to submit a substitute application every year.

Compensation

The R.S.U. No. 67 Board of Directors shall set the daily rate of pay for substitute teachers.

[NOTE: 20-A MRSA §13402(3) still sets the minimum compensation at “not less than \$30 for each day of service.” However, Boards should be aware that under Maine’s current minimum wage law, 26 MRSA §664, for 2018, the minimum wage is \$10.00 per hour, but changes to \$11.00 per hour effective January 1, 2019, then to \$12.00 per hour effective January 1, 2020, and then increases **by the cost** of living each year beginning January 1, 2021.]

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Legal Reference: 20-A M.R.S.A. § 13402(3)
Chapter 115 § 13 (Maine Department of Education Rules)
Cross Reference: JICK – Bullying
GCSB – Employee Use of Social Media
GCSB-R – Employee Use of Social Media Guidelines

Adopted: April 16, 2008

Revised: September 5, 2012, January 6, 2016, June 5, 2019