

Watertown School District 14-4

SUBSTITUTE PERSONNEL

The Superintendent or Designee shall prepare and maintain a list of qualified Substitute teachers for the Watertown School District. A person may be added to the substitute teaching list after completing a written application, fingerprinting, and/or an interview process with the Superintendent or Designee. Substitute teachers shall be defined in two categories:

- A “certified substitute teacher” is a teacher who has completed an approved course of study as a teacher and currently holds a valid teaching certificate or an expired teaching certificate.
- A “non-certified substitute teacher” is a person without teacher training, but has the equivalent of two years of post secondary coursework, and/or experience working with children.

Substitute teachers shall be paid an hourly rate. Certified substitutes and non-certified substitutes to receive an hourly rate following the pay schedule as established at the July organizational board meeting each year. For long term assignments which extend beyond 20 days, the substitute shall be paid at a higher rate per hour as established in the pay schedule. Fulltime teachers who choose to substitute during their planning time shall be compensated for that time.

Substitutes who take an additional teaching assignment during the normal planning time of the teacher they are substituting for will receive an additional pay for that extra duty.

Substitutes for other personnel (classroom paraprofessionals, nutrition service, transportation, etc.) shall be paid at the appropriate hourly rate of the position to which they are assigned.

Policy

Adopted: 9/11/06

Revised: 4/14/08; 8/9/10; 8/13/12; 7/13/15; 8/10/2020; 6/22