

458 SUBSTITUTE TEACHERS

I. PURPOSE

The purpose of this policy is to ensure that appropriate instruction occurs with students when an assigned teacher is absent from completing his/her duties.

II. GENERAL STATEMENT OF POLICY

The district requires the services of substitute teachers in its elementary and secondary schools. While performing the duties, substitute teachers are considered employees of the district and assist in ensuring that the instructional program continues for all students.

III. DEFINITIONS

- A. "Itinerant substitute teacher" means a person employed by the school district for less than thirty (30) consecutive days for any one teacher.
- B. "Long-term substitute teacher" means a person employed by the school district for thirty (30) or more consecutive days for any one teacher.
- C. "Approved substitute teacher" means a teacher that is able to complete the assigned duties for the school district and shall maintain a current Minnesota Substitute Teaching License. Exceptions to this licensure may be approved by the superintendent on a case-by-case basis.

IV. PROCEDURE

- A. Substitute teachers are to register in the District Office and complete all appropriate application materials, including a criminal background check, prior to being eligible as a substitute teacher in the district.
- B. The district may contact substitute teachers when services are required. This contact will give the specifics of the assignment.
- C. The district employee will have necessary lessons prepared in the event of their absence. Also, the building administrator will coordinate the use of substitute teachers and meeting necessary substitute responsibilities in the building.
- D. Annually, the school district will non-renew all substitute teachers who have met the minimum requirements for earning one year of tenured experience.

- E. Substitute teachers will be paid on a regular basis as per business office procedures.

V. PAYMENT

- A. Itinerant substitutes will be paid at a daily rate set by the school board. Itinerant substitutes are not eligible for fringe benefits or other provisions in the Master Agreement between the district and Education Minnesota Alexandria.
- B. Long-term substitutes shall be placed on the BA-0 salary step and compensated on a pro-rata basis of BA-0 salary divided by 183 days times the number of days worked as a long-term substitute. Eligibility for long-term substitute status will begin after a substitute teacher has subbed 30 consecutive student-contact days in the same position. Prior to meeting the 30-day requirement, a long-term substitute teacher will be paid the established daily substitute rate. When the 30-day requirement has been met, payment will be made to the long-term substitute teacher retroactive to the first day of the long-term assignment and the long-term substitute teacher will continue at the BA-0 rate through the duration of the assignment, unless an exception is made by the Director of Human Resources.

Long-term substitutes are not eligible for fringe benefits or other provisions in the Master Agreement between the district and Education Minnesota Alexandria.

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Alexandria, Minnesota