

Substitute teachers will be classified as DEGREED or NON-DEGREED.

- **DEGREED** substitutes refers to those who hold a bachelor's degree from an accredited college or university.
- **NON-DEGREED** substitutes refers to those who have not completed the requirements for a bachelor's degree.

The District Administrative Office shall supply each principal with a list of substitute teachers qualified for employment. No substitute shall be used whose name is not on the approved list. Employment of substitute teachers is by the principal or his/her designated representative only.

No substitute teacher will be allowed to teach without official authorization. All substitutes must be approved by the Public Education Department. Any substitute teacher who teaches in the public schools without the required license will forfeit all claims to compensation for services rendered. A duty assignment completed prior to the filing of any other required employment documentation will carry the same penalty.

Substitute assignments are considered either short-term or long-term. Short-term work is defined as (1) teaching five consecutive school days or fewer in a single classroom or (2) an assignment that requires no preparation of lesson plans. A long-term substitute assignment is one that lasts at least six (6) consecutive school days in one classroom, and includes the preparation of lesson plans as well as other tasks required of a regular teacher.

The rate of pay for short-term assignments is \$12.00 per hour for a degreed substitute teacher and \$9.00 per hour for a non-degreed substitute. Short-term pay shall be based upon the actual number of hours worked, not to exceed 7.5 hours per school day unless specifically authorized by the building principal. The rate of pay for long-term assignments is \$150 per day for a degreed substitute teacher and \$100 per day for a non-degreed substitute.

Short-term pay rates are applied to the first five days of all substitute assignments. Long-term pay, if applicable, begins on the sixth consecutive day.

Substitute teachers are not regular employees of the school district and, therefore, are not eligible for insurance benefits, retirement credit and other benefits offered to regular full-time employees of the district. Federal and state income taxes will be withheld from earnings.