

**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT
AND CALL CENTER PROCEDURE**

1. The salary of the substitute teacher shall be in accordance with the substitute teacher's pay schedule.
2. No substitute shall be permitted to teach who is not properly certified and does not appear on the list as approved by the Board of Education.
3. The substituting teacher will be paid at the district BS-Step 1 salary daily rate: days 1-10 @ 50%; days 11-30 @ 67%; and days 31+ @ 100%. Days need to be consecutive in the same assignment to move to the next level of pay.
4. In an emergency instructional situation (i.e., sudden illness of a teacher) when a listed substitute cannot be obtained, the principal may assign a qualified teacher from the faculty to substitute during their preparation period. The substituting teacher will be paid at the rate of an additional \$17 per hour for the period taught. Reimbursement will be included automatically in the next special payroll check.
5. In an emergency instructional situation (i.e., a teacher cannot complete a contract and has been released by the Board of Education) when a qualified replacement has not been employed, other qualified teachers in the department may be recommended by the principal to the Assistant Superintendent for Human Resources to teach during their preparation period. If volunteers are not available, the principal will organize a rotation system. The teacher will be paid at the rate of an additional \$17 per hour during the length of the emergency. Reimbursement will be included automatically in the next special payroll check.

Adopted: January 11, 1983

Revised: June 27, 1989

Revised: February 25, 2003