

SUBSTITUTE TEACHERS

Descriptor: GCG

Issued: Draft 08/13/2010

Rescinds: GCG

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BOARD POLICY

It is the policy of the District to employ substitute educators who meet the minimum qualifications outlined by Mississippi Department of Education. The Board desires to attract the best substitute teachers available and to be competitive with other local school districts.

The Board authorizes the superintendent to establish administrative procedures in furtherance of this policy.

ADMINISTRATIVE PROCEDURE

1. Definitions:

1.1. Long-term substitute: A substitute employed ~~fifteen~~ sixteen or more consecutive days in the same position.

2. When the need for a substitute teacher arises, principals shall call the Human Resources Department substitute request line.

3. Except in emergencies, long-term substitutes will be assigned to teach only in the area of qualification and/or certification according to the regulations of the Mississippi Department of Education.

3.1. Principals will be responsible for evaluating that the work of ~~long-term~~ substitutes is as effective as possible and will provide them with the same support and to the same degree as provided to other teachers on staff.

3.2. ~~Long-term~~ Substitutes are expected to assume full teaching responsibilities rather than to provide for the mere supervision of students.

3. ~~An attempt will be made~~ It is the goal of the District to hire licensed teachers as substitutes. However, in the event a licensed substitute is not available, a substitute with a high school diploma may be considered for employment. Test

3.1. Applicants with ~~no further degrees beyond~~ a high school diploma will be required to make an acceptable score on the ~~Wendellie Basic Skills~~ WorkKeys Test.

3.2. Applicants with at least 60 college hours will not be required to take the ~~Wendellie Basic Skills~~ WorkKeys Test.

4. Each substitute will be provided with an orientation session.

5. Each teacher under contract shall compile a packet of information containing pertinent substitute teacher information as defined by the principal.

6. Pay scale:

6.1. Substitute teachers will be paid per diem wages as determined by the superintendent from year to year.

6.2. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

6.3. Substitute teachers with a valid teaching license or a four-year college degree will be paid on the basis of \$73 per day.

6.4. Long-term substitutes with appropriate certifications will be paid at the rate of \$113.00 per day effective the sixteenth consecutive day of substitution.

6.5. Substitutes ~~in this category~~ without a four-year college degree of valid teaching license will be paid on the basis of \$63.00 per day.

~~Effective Date: July 1, 2000~~

EXHIBITS

ACD 1.0810

REFERENCES

MCA §37-7-301, 37-13-161; 37-13-163; HB 51

TPSD policies BBA

FORMS

None

***RESCINDS**

GCG 08/08/2000