

PERSONNEL POSITIONS:  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB  
(LOCAL)

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SUBSTITUTE TEACHERS	At the beginning of each school year, the Superintendent or designee shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals.
APPLICATION	<p>Persons wishing to substitute teach in the District shall make application through the Department of Human Resources. [See DC]</p> <p>Approved substitutes shall have on file in the District:</p> <ol style="list-style-type: none"><li>1. The District's application form.</li><li>2. Official college transcript or a Texas teaching certificate, or an equivalent out-of-state teaching certificate.</li><li>3. Income tax withholding form.</li><li>4. Criminal background investigation.</li><li>5. Documents for employment identity and eligibility verification (Form I-9).</li><li>6. Results of drug test.</li></ol>
QUALIFICATIONS	No person shall be employed as a substitute who does not have at least 45 college semester hours. Additionally, six hours of observation in a selected classroom will be required of any person who has not had previous creditable classroom teaching experience. Six hours of staff development per year will be necessary for a substitute to maintain active employment status.
SELECTION	All substitute teachers shall be assigned through the Office of Substitute Services, but requests from principals shall be given priority when possible. Principals shall request and receive specific authorization from the Superintendent before employing any substitute not on the approved list.

CONTINUOUS  
EMPLOYMENT

The District shall establish a differentiated schedule which shall provide an additional daily rate of pay for a substitute teacher who is in continuous employment for an individual teacher.

A substitute teacher who has been in a continuous assignment for an individual teacher for more than ten days and has to be absent from that assignment due to personal illness, death in the family, or to perform a civic duty as defined in DEC(LOCAL), shall continue at the increased daily rate of pay if the substitute returns to the same assignment immediately following such an absence.

~~A substitute teacher shall be paid based on cumulative days worked per school year as follows:-~~

	<del>Days-</del>	<del>Nondegreed-</del>	<del>Degreed-</del>
	<del>1-20 day-</del>	<del>\$55 per day-</del>	<del>\$65 per day-</del>
	<del>21-40 days-</del>	<del>\$60 per day-</del>	<del>\$70 per day-</del>
	<del>41-60 days-</del>	<del>\$65 per day-</del>	<del>\$75 per day-</del>
	<del>61-80 days-</del>	<del>\$70 per day-</del>	<del>\$80 per day-</del>
	<del>81-100 days-</del>	<del>\$75 per day-</del>	<del>\$85 per day-</del>

~~A substitute will receive a \$5.00 additive for each Monday and Friday worked.-~~

PERFORMANCE  
RESPONSIBILITIES

A substitute shall be subject to all duties of a regular classroom teacher. Long-term substitutes shall be paid ~~\$90 per day (plus appropriate additives) from the first day of assignment.~~**in accordance with the Board approved Salary Schedule.**

LONG-TERM  
SUBSTITUTE

A long-term substitute assignment is defined as ten or more consecutive days in the same assignment. Approval for an individual to be hired as a "long-term" substitute must be received from the Department of Human Resources.

~~An individual who is approved and hired as a long-term substitute shall receive \$90 per day (plus the \$5 additive for Mondays and Fridays) from the first day of assignment as a "long-term" substitute; salary shall revert to the appropriate pay upon completion of the "long-term" substitute assignment.~~

ADJUNCT STAFF  
MEMBER-

~~An adjunct staff member may be approved by the Board as an official of the District for the purpose of supervising students if they meet all TEA and/or SBEC requirements. Persons wishing to serve as an adjunct staff member must submit a request to the Superintendent or designee.-~~

~~Approved adjunct staff members shall have on file in the District:~~

- ~~1. Request to the Superintendent or designee.~~
- ~~2. Official college transcript and TRS eligibility for participation.~~
- ~~3. Criminal background investigation.~~
- ~~4. Results of drug test.~~

**STUDENT  
TEACHER  
PLACEMENT**

**The District shall work in cooperation with area institutions of higher learning in the placement of student teachers on District campuses. The District's Substitute Services Department is to ensure that student teachers adhere to District guidelines and requirements as set forth in this policy for substitute employment. Campus administrators will adhere to student teacher guidelines as required by the college or university sponsoring the student teacher.**

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ADOPTED: