

PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(LOCAL)

**Substitute
Employees**

~~At the beginning of each school year, the Superintendent or a designee shall compile and distribute an electronic list of approved substitutes to all principals. The list shall indicate each individual's qualifications. [See DPB1(REGULATION)]~~ [The substitute management system contains a listing of all approved substitutes.](#)

Application Persons wishing to substitute in the District shall make application through the District application. [See DC]

Approved substitutes shall have a completed District application.

Qualifications The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute teacher who does not have at least 30 college hours. In an emergency, and with prior approval of the Superintendent or designee, a person with less than 30 college hours may be hired as a substitute.

Pay The rates for substitute pay shall be set by the Board during the budget process and shall be recorded in Board minutes.

Performance
Responsibilities A substitute shall be subject to all duties of the position they are assigned.