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Independent School District #118 Policy 453.1

Rescinds:

Issued:

Revised: 12/20/12

Reviewed: 3/15/23

453.1 SUBSTITUTE TEACHERS

I. GENERAL STATEMENT OF POLICY

Persons hired by the school district to be substitute teachers must meet State of Minnesota requirements as a substitute teacher and submit to a background check.

Substitute teachers hired on a short-term basis, usually a single day, are required to be at the appropriate building by 8:00 a.m. and may leave at 3:20 p.m. Short term substitute teachers will have a duty free lunch period. There will be no prep time allocated during the student day. Short term substitute teachers may be assigned to cover other areas during the prep time usually used by the teacher for whom they are subbing.

Substitute teachers who are subbing on a long-term basis, ten or more consecutive days for the same teacher, will have a duty free lunch period and will have that teacher's prep time. If that long term sub is assigned to cover another area during the prep time, he/she will be compensated in the same manner as a regularly employed teacher.

The School Board will set the daily rate of pay for short term and long-term substitute teachers. The Board may determine an alternative rate of pay based upon unusual circumstances.

Substitute teachers are encouraged to attend all in-services the district provides. If they plan to attend an in-service, they must inform the building principal of their intention. If there are funds available, the substitute may be paid for attending the in-service at the short - term substitute rate of pay.