

GCG - PART-TIME/SUBSTITUTE TEACHER & SUPPORT STAFF EMPLOYMENT

The Superintendent or his/her designee shall maintain a list of qualified substitute teachers and support staff who may be called on to replace regular teachers and school staff who are absent or on leave. Such a list shall be filed with the Principal of each school.

Whenever possible, the Principal or his/her designee will call persons on the substitute list for the grades, subjects, or assignments for which they are listed. A substitute whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent or his/her designee.

All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment.

Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program to complete the assignment. Substitutes shall also receive an orientation including, but not limited to rules and regulations, safety plans, etc.

All efforts will be made to employ a certified substitute teacher for a period in excess of twenty (20) consecutive school days.

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review. Substitutes are not entitled to district benefits.

SUBSTITUTE TEACHER PAY - Teacher substitutes shall be paid according to the following schedule. Substitute teacher pay is determined for each substitute teaching assignment. In cases of an assignment longer than 10 days where prior training with a teacher is required, the substitute shall receive \$100 per day. In cases of employment where post assistance with a teacher is required, the substitute shall receive \$100 per day.

<u>Consecutive School Days per Assignment</u>	<u>Compensation per Day</u>
1 to 10	\$75.00
11 to 20	\$100.00
> 20	B/1 teacher per diem rate

SUBSTITUTE SCHOOL NURSE PAY - School nurse substitute shall receive \$100 per day for 1 to 20 days and the B/1 teacher per diem rate after 20 days.

SUBSTITUTE SUPPORT STAFF PAY - Substitute support staff shall be paid according to the following schedule.

<u>Position</u>	<u>Compensation</u>
Paraprofessional	\$65.00 per day
School Office	\$65.00 per day
Custodial Staff Substitute	\$10.00 per hour
Food Service Staff Substitute	\$8.50 per hour

Statutory/Regulatory/Policy/Handbook Cross References

Policy GBCD (Criminal Investigation and Criminal Records Check)

RSA 189:13-a (School Employee and Volunteer Background Investigations)

Handbook (Referenced in Handbooks)

APPROVED/REVISED: July 20, 2006, December 18, 2008, August 20, 2009, October 6, 2011

PREVIOUS POLICY: January 27, 1994 “Rate of Pay for Substitutes”