

## **14.0 ARRANGEMENT FOR SUBSTITUTES**

14.1 The Superintendent of Schools or designee shall establish procedures to secure and maintain a roster of teachers who are eligible for employment as substitutes in the School District.

14.2 The salary of substitute teachers shall be in accordance with the substitute teachers' salary established by the Board of Education.

14.3 Personnel who are to be absent from duty must make arrangements for a substitute in the manner prescribed by the School District. Failure to comply with the procedure prescribed by the School District may subject persons to have his/her salary charged with financial obligations incurred by the School District in dealing with the absence.

## **ACQUIRING SUBSTITUTE TEACHER GUIDELINES**

### **R-1.0 Establishing a Substitute List**

R-1.1 The School District shall maintain an authorized list of personnel to be used as substitute teachers. Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law.

R-1.2 The Board of Education authorizes the Superintendent of Schools or designee to notify and direct persons on the list to perform such service for the School District as may be required on a temporary basis.

R-1.3 The Superintendent of Schools annually shall determine the School District's needs for substitute teachers and the availability of substitute teachers who meet the licensure requirements of state law. If it is determined that a shortage of qualified substitute teachers exists, the Superintendent of Schools may seek authorization from the Board of Education to employ emergency substitute teachers.

R-1.4 The Board of Education directs the Superintendent of Schools or designee to take any necessary steps to increase the available pool of substitute teachers by encouraging qualified persons to seek provisional licensure as provided by state law.

R-1.5 Every person placed on the authorized substitute list shall be given a copy of this administrative procedure prior to performing services pursuant to these procedures.

### **R-2.0 Substitute Teacher Pay**

R-2.1 Substitute teachers' pay shall be established yearly by the Board of Education and paid by full or half day of service.

R-2.2 A substitute teacher in the same assignment for more than 10 consecutive days will be considered long-term and will be paid at a higher rate starting on the 11<sup>th</sup> day. Long-term substitutes are entitled to planning periods and will be paid the established rate if required to cover for another teacher during the assigned planning period.

R-2.3 Payment to personnel authorized to serve as a substitute teacher constitutes payment by the Board of Education for services provided during the period of time covered by such payment. Such payment shall not constitute any assurance or offer of continuing employment without specific Board of Education action.

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