

## **SUBSTITUTE PROFESSIONAL STAFF POLICY**

Building principals will receive and maintain on file applications of qualified substitute teachers who may be called on to replace regular teachers who are absent.

Substitute teachers are expected to report to the office building promptly and to dress in a professional manner that is in accordance with district policy or guidelines.

Substitute teachers must have a high school diploma or its equivalent, which may be a general education development (GED) certificate.

The school board will determine the salary of substitute teachers.

### **Sub Teacher policy - adopted 7-13-09**

\$90 per day for non-certified, \$100 per day for certified plus \$5 for over 5 consecutive days. \$125 per day beginning with the first day of the long term substitute teaching assignment. Long term substitute teachers compensated at the long-term substitute pay rate starting with the first day and continuing through the duration of the substitution.

Amended 3-9-15 Approved 4-13-15 Amended 7-11-2016

Teachers shall notify their principal as soon as they know they will be absent for any reason. If ill prior to the start of the school day, a teacher must notify the principal by 7 AM.

Principals will endeavor to employ persons on the substitute list for the subjects or grade level for which they are listed. Lesson plans will be developed by the regular teacher and provided to the substitute prior to planned leave.

Amended 3-30-15 Adopted 4-13-15

It shall be the duty of the substitute teacher to acquaint themselves with the duties required of them. In the performance of this duty, they shall always report to the principal before assuming charge of a classroom for the first time. Substitute teachers are expected to comply with all regulations governing regular teachers. They shall assume responsibility in the management of building and grounds and in extra-curricular activities, as directed by the principal. Amended 3-30-15 Adopted 4-13-15

In-service training for substitute teachers is provided according to the written plan in the district office.

Teaching substitutions for the Howard School District shall be classified as follows:

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| Category I  | A person who has a valid South Dakota teaching certificate or has been certified in South Dakota at one time. |
| Category II | A person who has never held a valid South Dakota teaching certificate.  |

Adopted 9-12-88

Definition: **Long Term Substitute**-substitutes that are in the same position for 10 consecutive days are considered long term.

### **Emergency/Catatropic Long-Term**

Emergency long-term substitute teachers will be compensated at the long-term substitute pay rate starting with the first day and continuing through the duration of the substitution.

Emergency-is defined as a situation that occurs that pre-planning for absence was not available. Example: Death or injury to permanent employee, etc.

Long-term-is defined as 10 days or longer.

Rationale: Many times the emergency long-term substitute arrives in the classroom the first day needing to establish a style of classroom management that allows for effectiveness for several weeks. Also, the paper work, planning, activities, etc. all need to be the responsibility of the substitute teacher in conjunction with building administrator.

Adopted by the Board: 8-11-03 Amended 3-30-15 Adopted 4-13-15