

## **Employment and Usage of Substitute Teachers**

### **Employment**

Minimum qualifications for a RSU 40 substitute teacher include a high school diploma or equivalent certificate, successful completion of a criminal history check and completion of an application. Desirable qualifications are college training, teaching certification, and subject qualification.

When the applicant's file is complete it will be given to the Superintendent/designee for review. The Superintendent/designee will check references. If the individual is qualified to become a substitute teacher the Superintendent/designee will arrange for an interview.

Upon receipt of the recommendation from the Superintendent/designee and approval by the Maine Department of Education, the Superintendent will put the individual's name on the substitute list, which is circulated to all Principals.

For tutors, the same process is applicable, except that the name goes on the tutor list. However, if tutoring for a student exceeds sixty school days in a school year, the tutor will hold the appropriate authorization or certification and will receive supervision as required, except as provided in DOE special education rules.

### **Usage**

#### **A. Part-time, Occasional Substitutes**

Part-time, occasional substitute teachers in RSU 40 are those who serve less than 10 continuous days and are not guaranteed any set number of workdays a year. Part-time, occasional substitutes will be paid at a rate determined by the Board for each day of substitute teaching. Substitute teachers are not eligible for health insurance or other fringe benefits. If a part-time, occasional substitute unexpectedly is requested and accepts to remain in the same position for more than ten consecutive days, all days of substituting in that position will be handled, retroactively, the same as a long-term-substitute.

#### **B. Long-Term Substitutes**

Long-term substitute positions (those who serve 10 or more days in the same position) will be filled at the appropriate step on the salary schedule commensurate with the substitute's experience and training, providing that the substitute is properly certified in the area of the teaching assignment. In the absence of proper certification, the substitute will be paid at a rate determined by the Board. Substitute teachers are not eligible for health insurance or other fringe benefits.

Lesson planning will be done by the long-term substitute.

Advertising is not required for long-term substitute positions.

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