

**SUBSTITUTE CERTIFIED STAFF EMPLOYMENT**

**POLICY STATEMENT**

- A. Each year in prior to the starting date for school, the District Administrator shall advertise for applications for the positions of substitute teachers.
- B. Applicants shall submit a copy of transcripts, certification, and such other information as the District Administrator may request. Applicants shall complete the "Substitute Teacher Information" form (Exhibit 1) and submit to the Substitute Teacher Coordinator. A criminal background check will also be done on substitute teachers.
- C. Substitute teachers will be compensated at a per day rate approved by the Board of Education. When a substitute teacher replaces a regular staff member for ten or more consecutive school days, the substitute shall be paid on a base salary as approved by the salary schedule for every day past the tenth consecutive school day.
- D. Special Substitute Permit:
  - 1. The DPI also authorizes granting a 3-year substitute permit to a person who holds a bachelor's degree from an accredited college but who does not meet requirements for a Wisconsin teaching license. The substitute permit allows the holder to serve as a short-term substitute only (20 consecutive days or fewer in the same assignment). The applicant will go through an extensive training program by the district before entering the classroom as a substitute teacher. The following are the steps the district has designed for training substitute teachers.
    - a. The applicant will spend two days observing a licensed teacher.
    - b. The applicant will spend one half-day reviewing discipline strategies, school rules and guidelines, instructional strategies and techniques, school discipline procedures and policies, and legal issues.
    - c. The applicant will receive a monthly performance review for the first six months by the principals.
  - 2. The applicant will be responsible for the cost of obtaining the substitute permit and completing the form(s) as required by the DPI.
- E. Substitute teachers may be employed by the District for short or long-term periods of time in the absence of the regular teacher. Substitute teachers shall be certified teachers legally qualified to teach or hold a Special Substitute Permit in the State of Wisconsin. The building principal will be responsible for substitute teacher assignments.
- F. Suitable programs of training, orienting, and evaluating the work of substitute teachers may be provided by the instructional staff under the direction of the building principal
- G. Substitute teachers employed by the District shall not be Bargaining Unit Members.

LEGAL REFERENCE:

CROSS-REFERENCE: Exhibit 1, Application for Substitute Teaching