

**ERVING SCHOOL COMMITTEE**

**POLICY REGARDING SUBSTITUTE TEACHERS**

1. It shall be the policy of this Committee, in so far as it is possible, to employ as substitute teachers, only those who have an earned Bachelor's Degree or hold a recognized teaching certificate.
2. The Superintendent of Schools shall annually prepare a substitute teacher list with appropriate information.
3. In all cases, those employed as substitute teachers, must be recommended by the Superintendent of Schools.
4. Salary for substitutes hired on a "long term basis" will be paid at the rate called for in the teachers' salary schedule, that salary to begin with the eleventh day of consecutive service if the long term character of the substitution had not been anticipated.
5. Short term substitute teachers will be paid only for days when actual service was rendered. For a half day of substitution, a substitute teacher will receive one-half day's pay.
6. Substitute teachers shall be required to carry out all the normal functions of the classroom teachers in maintaining the classroom instruction at an optimum level.
7. For short-term substitute work (one to ten days), the aim should be to carry out the plans and objectives of the regular teacher, correcting such papers as are necessary and making plans with the help of the Principal.
8. Long-term substitutes should not only maintain the same level of instruction in the classroom but, under the guidance of the Principal, should initiate new projects and plans in keeping with the planned curriculum. Also, he or she will assume such normal responsibilities as go along with building routine such as keeping the register, lunchroom, corridor or playground duty. He or she will, if necessary, engage in parental conferences.

Revised: First Vote: 9/8/92, Second Vote: 11/24/92