

## **SUBSTITUTE TEACHERS**

### **Definition**

A substitute teacher is a professionally trained and licensed individual called to maintain the instructional program in a classroom when the regular teacher is unable to be in that classroom.

### **Appointment**

Short-term substitutes will be called by the building principal (or designee) on a day-to-day basis in compliance with the terms of the Master Agreement or approved inservice activities. Long-term substitutes of 30 consecutive working days or more will be approved by the Board of Education action.

### **Responsibilities**

Perform duties as assigned by building principal.  
Maintain the instructional program in each classroom where assigned.  
Cooperate with other staff members in the daily operational affairs of the classroom and school.

### **Terms of Employment**

Daily substitute teachers will be called by the building principal.  
Rate of pay for a full day's assignment shall be \$75.00 as determined by budget annually. This may be prorated for less than a full day's assignment.

The district shall seek to employ substitutes only for minimums of a least one-half day. After five consecutive days of substitute employment in the same assignment, the substitute teacher shall be classified as a long-term sub, and shall be paid at a rate equal to the day rate of a beginning teacher with a Bachelor's degree. This rate of pay shall begin with the sixth consecutive day in the same assignment. In the case of a long-term sub missing due to illness or emergency, one day is allowed to be missed (unpaid) and will not interrupt the "consecutive days" cycle or affect the sub's pay. Absences beyond the one day will be understood to interrupt the consecutive days and the sub pay will be reduced accordingly until the five consecutive days cycle is reestablished.

All substitute teachers are paid on an as-worked basis with no fringe benefits provided. The Deerfield Community School District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.