GCG - LONG-TERM AND SHORT-TERM SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The Board recognizes that substitute personnel perform an important role in supporting continuity of student learning in the event of absence, resignation, inability to employ, or termination of a regularly employed certified employee.

It is the Board's desire to employ appropriately certified persons, if available, for substitute teacher teaching, educational specialist positions, and other professional staff positions. A certified teacher or educational specialist may serve as a substitute with no time limit, provided that an appropriate teaching certificate held by the substitute bears an endorsement for the grade and subject being taught, or an educational specialist certificate is appropriate to the employment.

The Superintendent may request a waiver from the Commissioner if finding qualified candidates that meet the eligibility criteria is difficult. Any substitute serving on a short-term basis (less than six consecutive weeks) in any teaching assignment must have at least a high school diploma. The Board may approve more stringent standards at its discretion. All applicants for substitute teaching positions must obtain a Criminal Background Check approval, based on fingerprinting, in accordance with Maine Department of Education rules and processes, before they are assigned to a school.

The Superintendent will be responsible for recommending to the Board, for its approval, minimum education and experience standards for substitute teachers, and schedule of compensation for both long-term and short-term substitute teachers and educational specialists. Substitute compensation will be reviewed as recommended by the Superintendent or upon request of the Board.

It will be the responsibility of the principal or the principal's designee to assign a substitute to fill any vacancy caused by the temporary absence of a regular staff member.

In the filling of these temporary vacancies, an effort shall be made to secure substitutes who have full certification, and at the least, training or expertise at the level or in the subject specialization of the teacher who is absent. Only fully certified substitutes shall be assigned to classes whose regular teachers are on long-term leaves of absence.

Particular care should be taken to choose the best possible candidate with the most appropriate credentials to cover any extended absence of a regular staff member.

Principals shall attempt to maintain as much continuity as possible by engaging one, and only one, substitute for the full period of absence of one teacher, and by calling back a substitute to serve in a classroom in which they have already performed successfully during the same term.

Administrative guidelines will be submitted annually to the school board with regard to rates of pay per day and specific rates for short-term and long-term assignments.

Legal Reference:

- 20-A MRSA §§13001-A; 13402(3)
- 26 MRSA §664
- Dept. of Education Rule Ch. 115

Adopted:

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