

**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF  
EMPLOYMENT  
(Including Support Staff Substitutes)**

*Category: R*

The Superintendent shall maintain a list of qualified substitute staff who may be called on to replace regular teachers and support staff who are absent. Such a list shall be on file with the principal of each school.

Insofar as possible, the Principal or designee will call the individual on the substitute list for the grades and/or subjects for which they are listed. An individual whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. It is the responsibility of the principal to offer assistance and visit classroom regularly.

**Substitute Pay**

The rate of pay for a substitute shall be set by the School Boards and be subject to periodic review.

Rates for a substitute teacher called to perform regular teaching duties for a 7-hour day are as follows:

	<u>2020-2021</u>	<u>2021-2022</u>
Non-Certified Teacher Substitutes	\$ 90.00/day	\$100.00/day
Non-Certified Teacher with a Bachelor's Degree in any field of study	\$ 95.00/day	\$105.00/day
Certified Teacher Substitutes	\$100.00/day	\$110.00/day
School Nurse Substitutes	\$200.00/day	\$200.00/day

Certified teachers shall mean those persons that hold or have held (retired teachers) a teaching credential recognized by the NH State Department of Education – Teacher Education and Professional Standards Board or out of state credential recognized by the state under the reciprocity program.

In the event it becomes apparent that a Certified Teacher Substitute position shall require more than five days of continuous service in the position for which the substitute is serving, the daily rate following the fifth day shall be computed on a prorated daily rate of a first year teacher as specified in an existing salary schedule for the District.

Should a non-certified teacher substitute be required to fill a teaching position for more than five days of continuous service in the same position, the daily rate following the fifth day shall be based on the rate of one hundred dollars (\$110) per day.

In all instances, every effort shall be made to secure the services of certified teachers or assistant substitutes prior to the securing of services of non-certified individuals.

### **Support Staff Substitute Pay**

It shall be the policy of the School District to pay substitute support staff called on to perform duties as outline by the immediate supervisor:

Support Staff Salary Schedule will be based on Step 0, classification as it relates to the duty.

In the event it becomes apparent that the substitute will be required to fill the position for more than five consecutive days the rate of pay will be determined by their prior experience as it applies to the existing salary schedule.

### **Substitute Qualifications**

Certified Employee first criteria  
Minimum High School Diploma  
Long Term Substitute – College background preferred  
Completed Employee Application  
Completed Criminal History Records Check prior to employment  
Filed proper employment papers with SAU Office

*All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment.*

*See Policy GBCD for Criminal History Records Check information.*

#### **Legal Reference:**

*RSA 189:13-a, School Employee and Volunteer Background Investigations*

SAU #7 School Board: Adopted – December 10, 2020