

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



SUBSTITUTE TEACHERS

1. Duties-applicants for substitute teaching shall make application to building principals or superintendent of schools. Substitute teachers are expected to comply with all regulations governing regular teachers. When in the same teaching position for more than one day, they shall maintain the hours in the building as other teachers. They shall assume responsibility in management of building and grounds, and extra duty assignments, as directed by the principal. The substitutes shall correct all papers if requested. It shall be the duty of the substitute teacher to acquaint themselves with duties required of them. In performance of this duty, they shall report to the building principal for pre-service training prior to assuming duties as a substitute teacher. Part of the in-service training will be duties and responsibilities of a substitute teacher and classroom management. In all cases, the notices to substitutes will be given from the office of the principal in the building where the vacancy exists. Building principals will have a list of available substitutes. Each school's list of substitute teachers shall indicate which are Certified and which are Non-Certified. Non-Certified substitutes shall be used only when a Certified substitute is not available for that day. Adopted June 8, 1984, Amended December 12, 1994.

2. Payment for substitutes will be at the rate of \$140.00 per day for substitute teachers who have earned or possess a certified teaching degree. Substitute teachers who have earned or possess a Bachelor's Degree but not certified to teach, will be paid \$130 a day. Non-degreed substitutes will be paid \$105.00 per day. If the substitute teaches continually for the same teacher ten (10) days or more, he or she will be paid an additional \$45 per day, beginning with the first day taught.