

PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(LOCAL)

Substitute Teachers	At the beginning of each school year, the Superintendent or a designee shall compile and distribute an electronic list of approved substitutes to all principals. The list shall indicate each individual's qualifications.
Application	Persons wishing to substitute teach in the District shall make application through usual channels. [See DC] Approved substitutes shall have a completed District application.
Qualifications	The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute teacher who does not have at least 30 college hours. In an emergency, and with prior approval of the Superintendent or designee, a person with less than 30 college hours may be hired as a substitute.
Selection	Principals shall give first consideration to the most qualified teachers on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.
Pay	The rates for substitute pay shall be set by the Board during the budget process and shall be recorded in Board minutes.
Performance Responsibilities	A substitute shall be subject to all duties of the position they are assigned.