

SUBSTITUTE TEACHERS AND EDUCATIONAL SPECIALISTS

NEPN/NSBA Code: GCGA

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 and educational specialist positions.

A certified teacher or educational specialist may serve as a substitute with no time limit, provided that his/her teaching certificate bears an endorsement for the grade and subject being taught, or his/her educational specialist certificate is appropriate to the employment.

The Superintendent may request as waiver from the Commissioner if finding 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 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

Rate of pay:

Individuals with a Bachelor's Degree or less who are subbing for teachers, educational technicians, cooks, secretaries, custodians and bus drivers will follow Appendix A of the most current Support Staff Contract.

Individuals that are Certified Teachers and are subbing for a teacher or education technician will receive a rate of \$200/day (\$28.56/hour)

Individuals that are Certified Teachers and are subbing for cooks, secretaries, custodians and bus drivers will follow Appendix A of the most current Support Staff Contract.

Substitutes who are asked to sub for less than a half day will be paid for 4 hours automatically.

LONG-TERM SUBSTITUTE TEACHERS:

More than 10 consecutive day assignments – two or more years of college – Per diem rate based on step 0 of the salary scale divided by 182 school days.

LONG-TERM SUPPORT STAFF:

More than 10 consecutive day assignments – Based on experience per the current salary scale. If educational qualifications are not met – average substitute pay with 0 step.

Note: RSU #78 to pay up to 80% of a single Choice Plus Health Insurance plan for long-term assignments that are 60 days or more to meet Affordable Care Act (ACA) Guidelines.

Legal Reference: 20-A MRSA §§ 13001-A; 13402(3) 26 MRSA 26 MRSA §664 Dept. of Educ. Rule Ch. 115(9)
Adopted: March 28, 2006 Revised: August 16, 2013 Revised: November 4, 2014 Revised: 1.9.2018
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