

Personnel – Certified/Non-Certified

Substitute Teachers

The Superintendent shall, within budgetary provisions, make every effort to provide substitute teachers during the absence of the regular teacher. Insofar as possible, the substitute teacher shall continue the academic work of the class as planned. Teachers shall have plans prepared for use when they are absent. The substitute teacher must be qualified to implement the lesson plan and accomplish the goals set by the classroom teacher.

Suitable programs for hiring, training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the District.

Rates of compensation for substitute teachers will be set by the Board of Education.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

Legal Reference: Connecticut General Statutes

10-183v Reemployment of teachers.

10-145a Certificates of qualification for teachers.

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Definitions

1. A **daily substitute teacher** is a person who has earned a Bachelor's Degree, is fully qualified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher. The Commissioner of Education may waive requirement for a Bachelor's Degree for good cause upon the request of the Superintendent of Schools.
2. A **long-term substitute teacher** is a person who substitute teaches in the same assignment for the same teacher for a period of 30 days or more.
3. A **building substitute teacher** is a person who substitute teaches wherever needed in the same school building each day according to the school calendar established annually by the Board of Education. A teaching certification is preferred but not required.

Payment

1. **Daily substitute teacher** – the daily substitute teacher shall be paid at the daily substitute per diem rate established by the Board of Education.
2. **Long-term substitute teacher** – the long-term substitute teacher shall be paid at the daily substitute per diem rate established by the Board of Education for the first 30 days of the assignment. Beginning with the 31st day of the continuous service, the per diem rate of pay will increase to the certified teacher salary of bachelor's step 1 as established in the current Newtown Federation of Teachers contract. The Superintendent may alter this payment schedule under certain circumstances.
3. **Building substitute teacher** – the building substitute teacher shall be paid at the building substitute per diem rate established by the Board of Education.

Procedure for Employment/Selection

1. All candidates for substitute teaching positions will be submit a complete application and will be interviewed by a District building administrator.
2. The Board shall only hire applicants for substitute teaching positions who comply with the reference and background checks as detailed in Board Policies P 4112.5/P 4212.5. The Board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. Only those substitute teachers on the list shall fill available substitute assignments.

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3. Approved substitutes shall remain on such list as long as she/he is continuously employed by the Board as a substitute teacher, provided the Board does not have any knowledge of a reason that such person should be removed from the list. There is reasonable assurance of continued employment from one school year to the next unless the substitute teacher communicates in writing that they are no longer interested in accepting substitute teaching assignments.
4. The administration will ensure that all substitute teachers are trained in school rules and policies. It will be the responsibility of the Principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular staff member.
5. Only substitute teachers who are fully certified teachers will be assigned to classes whose regular teachers are on long-term leaves of absence of 40 days or more unless an appropriate extension of the 40-day assignment has been granted by the Commissioner of Education.
6. Principals will attempt to maintain as much continuity as possible by engaging only one substitute for the full period of absence and will notify parents of all long-term substitutes in a timely fashion.
7. Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.