Policy

EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The District Administrator shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required.

Substitutes must possess a valid Wisconsin professional certificate or a permit, if substitute teaching in a subject for which s/he is not certified. The District may declare that an emergency exists due to the lack of qualified available substitutes and permit the use of a substitute with a bachelor's degree but not a professional certificate. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute employed for ten (10) consecutive days in the same professional position shall be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

A substitute shall be paid on a per diem basis.

There must be verification of a satisfactory background check.

Other needed paperwork to complete Personnel File:

- TB Test
- Physical
- Mandatory Reporting Form
- DPI License – when required
- Handbook Acknowledgement
- Financial Paperwork

118.19, Wis. Stats.
P.I. 3.03(8), Wis. Adm. Code

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