

School District of Hortonville

Title: Substitute Teachers

Date Adopted: 10/11/82

Policy No. 4001

Date Revised: 12/18/95

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POLICY STATEMENT:

When personnel are absent from their regular duties, available substitutes shall be assigned in accordance with the established procedures listed below.

RATIONALE:

SCOPE: District-wide

RESPONSIBILITY: The District Administrator

IMPLEMENTATION:

1. People interested in substitute teaching must have an application on file with the District Administrator or designee.
2. Only applicants having evidence of Wisconsin certification shall be considered for substitute teaching. (Teachers may teach a subject out of their certification field to a maximum of 20 days.)
3. The Substitute Teacher Coordinator shall select substitutes from the approved list with input from Building Administrator and District Administrator.
4. In cases where qualified substitutes cannot be obtained, the principal shall have the latitude to manage the situation as would best provide for the student program, health and safety. This could include dismissal of classes on a day to day basis.
5. The substitute rate for daily and long term (ten or more full consecutive days in the same assignment) salary shall be determined by the Board of Education. If it is known the days substitution will be at least a semester in length, the regular pay shall start the first day of employment.
6. Limited term employees will be hired for periods of one semester or more in length, only when the current employee plans to return to his/her position. Benefits and salary placement for limited term employees shall be determined by Building Administrators with approval by the District Administrator.
7. Eligible substitute teachers will receive full, District-paid retirement benefits to Wisconsin Teachers Retirement System (WTRS).

ASSOCIATION INFORMATION: Substitute Teacher Folders
Substitute Teacher Handbook
Substitute Teacher Guidelines for High School

President

Willard Griesbach

Date *1/5/96*

Clerk

Harz Lane

Date *1/8/96*