

SUBSTITUTE TEACHERS

Board Policy

The vital role of a substitute teacher is acknowledged by the Board of Education of the Shelley Joint School District No. 60 and every effort is to be used to secure the very best to serve the district's students. To find the best and assure safety of the students the district supports employing those who meet all legal requirements and establishes a consistent rate of pay and support system to encourage the best individuals to substitute.

Suggested Implementation Guidelines

To describe the procedures to become a substitute teacher, to set an appropriate remuneration for those services, and to assist the individuals in fulfilling that assignment, the following apply:

- A. Definitions
 - 1. Substitute Teacher: Any individual who is paid substitute wages, one half day or more.
- B. Employment Procedures – To become a substitute teacher in the Shelley Joint School District No. 60 an individual will:
 - 1. Submit a completed application form to the District offices.
 - 2. District Personnel Clerk will check references by phone or in person with references listed.
 - 3. If cleared by the Personnel Clerk, the application is placed before the Board of Trustees for approval.
 - 4. After receiving approval by the Board of Trustees the Personnel Clerk will comply with Idaho Code 33-130 and policy 401.12 to assure completion of the Criminal History Check.
 - 5. The personnel will comply with Idaho Code 33-512 and submit the “Form for Substitute Teachers” to the Idaho State Department of Education. A copy is available at the district office.
 - 6. A person may temporarily serve as a substitute teacher during that time between submitting for finger printing and approval by the Idaho State Department of Education.

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- C. Method of Payment – Substitute teachers must contact the district Payroll Clerk to complete necessary paperwork to assure payment.
1. At the commencement of each school year the Superintendent or representative will calculate and post notice of the salary rate for substitute teachers.
 2. Substitute teachers do not participate in health insurance or other fringe benefits of the school district.
 3. No substitute teacher shall be paid for less than one-half day of service.

Revised: March 21, 2001