

A federal criminal history background check, which includes fingerprinting, is required for all District employees. The District will pay the fee for the background check for substitutes only.

A pre-employment drug testing is required for all District substitutes.

Any employee needing a substitute will be required to notify the principal of his or her building. In the event a principal cannot be contacted, the employee may notify the building secretary of the employee's expected absence.

Teachers shall not dismiss or notify substitutes. No teacher is to call a substitute and pay for such services from personal funds. The substitute teacher will be paid by the School District, in accordance with the Board-approved substitute pay schedule.

Building orientation of substitute teachers shall be the responsibility of the principal in each school building.

All substitute teachers and substitute instructional assistants are required to report to the principal immediately, who in turn will inform them of their assignments and give them detailed instructions.

All substitute teachers and substitute instructional assistants are expected to assume the same duties and extra assignments as the regular teacher or instructional assistant unless specifically excused by the principal.

It is the teacher's responsibility to have lesson plans for the substitute teacher to follow. The substitute teacher will continue to prepare advance lesson plans if he or she will be substituting for an extended period.

It is the substitute teacher's responsibility to check any daily work that is assigned.

The hours of work of the substitute teacher are the same hours as those of the regular teacher.

A non-certified substitute may not be employed continuously for more than one (1) calendar month in any one position, except that an extended authorization may be granted upon the request of the School District if unusual conditions exist. No extension to a non-certified substitute will be authorized when a certified teacher, acceptable to the Board of Trustees, is available.

In all cases, the School District will endeavor to employ acceptable certified teachers to serve as substitute teachers.

A substitute for a teacher, instructional assistant or secretary who does not hold a current teaching certificate will receive a flat rate of \$100.00 per day and \$50.00 per each half day.

A substitute for a teacher, instructional assistant or secretary who holds a current teaching certificate will receive a flat rate of \$120.00 per day and \$60.00 per each half day.

A substitute for a teacher, instructional assistant or secretary who has completed a four-year degree from an accredited college or university will receive a flat rate of \$110.00 per day and \$55.00 per each half day.

One-half days are identified as four (4) hours or less.

A substitute teacher who has been hired as a long-term substitute by the Board of Trustees in the same continuous position for the same certified teacher will be paid an additional \$10.00 per day relevant to the specific status. Payment is to commence on the first day of the long-term substitute assignment.

Substitutes for food services and custodial will be paid by the hour instead of the day. They will be paid in accordance with substitute Board-approved pay schedule.

It is the responsibility of each substitute to see that the following documents are on file at the District Office: Letter of Interest, Completed Application, Form I-9 Employment Eligibility Verification, and W-4 Employee's Withholding Allowance Certificate form.

Substitutes will obtain pay timesheets from the District Office and be responsible for recording their time. Timesheets are to be returned to the District Office by the 11th of the month and a new timesheet will be given to the substitute. All timesheets run from the 11th of the month through the 10th of the following month. Payday is on the 20th of the month. If the twentieth of the month falls on a Saturday or Sunday or on Monday when Monday is a holiday, then said payment will be made on the preceding Friday.

Substitutes shall respect the confidentiality of all students and staff members.

Legal Reference:

Idaho Code Section 33-512 Governance of Schools
IDAPA 08.02.C.8

Policy History

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