

## **Substitute Professional Staff**

**GCE**

The superintendent will have the authority to employ substitute teachers as may be necessary to take the place of teachers who are temporarily absent. When a substitute is needed in one of the schools, the teacher will contact the principal of the school who will make the arrangements, selecting the substitute from a list provided by the superintendent.

A person who serves as a substitute teacher must have the certification required by the state. In emergency situations, non-certificated personnel may be utilized upon approval of the superintendent. Substitutes will be assigned on the basis of the teacher's area of competence. All substitutes will be expected to provide educational services rather than a mere pupil supervisory role and, to that end, will be provided with as much support as possible by building administrators and teachers.

Substitute teachers will be paid at the daily rate set by the Board. The cost of the state and federal background check will be reimbursed to the applicants, if the applicants are approved, with the first paycheck they receive for substituting in Crook County School District #1 schools.

Mileage will be paid when deemed necessary to secure a qualified substitute.

Legal References:           D.P.E. Certification Regulations  
                                  Current Practice

Revised:                     September 16, 1999