

## **Section G: Personnel**

### **GCGA SUBSTITUTE TEACHERS**

Substitute teachers may serve on a day-to-day basis to fill short-term classroom teaching or instructional vacancies caused by the absence, resignation, inability to employ or termination of a certified teacher. The substitute teacher shall be selected from a list of approved substitutes furnished by the Director's Office.

#### **I. Employment**

- A. Potential substitute teachers must submit an application to the Director's Office. Minimum qualification is a high school diploma or GED certificate. Desirable qualifications include college training, a teaching certificate and/or two or more years of trade experience. Long-term substitutes shall be hired under section III.B.

#### **II. Qualifications**

- A. All substitute teachers shall be fingerprinted by the Maine Department of Education.
- B. Certified teachers may substitute outside the scope of their certification for not more than 90 teaching days in any one teaching assignment.
- C. A high school graduate with two or more years of trade experience may serve as a substitute teacher in a career and technical region for not more than 60 teaching days in any one teaching assignment.
- D. Teaching days shall include consecutive and non-consecutive days in the same teaching assignment during a school year.

#### **III. Usage of Substitutes**

- A. **Part-time, Occasional Substitutes** – Part-time, occasional substitute teachers at Region 8 are those who serve less than ten (10) consecutive days in any one position and, in practice, generally do not serve more than a day or two in any one position. Lesson plans will be left by the absent teacher. Part-time, occasional substitutes are not guaranteed any set number of workdays in a year. They will be paid at a per diem rate determined by the Board for each day of substitute teaching.
- B. **Long-term Substitutes** – Long-term substitute positions (those who serve ten or more days in the same position) will be filled at Step 0 per diem on the Teacher Salary Schedule, providing that the substitute is properly certified in the area of the teaching assignment. In the absence of proper certification, the substitute will be paid at a per diem rate as outlined in IV.B. Lesson planning will be done by the long-term substitute after the first day or two.

#### **IV. Compensation**

- A. Short-term substitute teachers are paid at the rate of half the per diem of Step 0 on the Teacher Salary Schedule.

- B Long-term substitute positions will be paid at Step 0 per diem on the Teacher Salary Schedule, providing that the substitute is properly certified. In the absence of proper certification, the substitute will be paid at three-quarters per diem of Step 0 on the Teachers Salary Schedule.
- C. The Director has the discretion to pay a long-term substitute at Step 0 on the teacher's scale if experience and qualifications warrant this placement or if the Director has difficulty filling the long-term substitute position.
- D. Substitute teachers are entitled to earn one hour of earned paid leave for every forty hours worked, up to forty hours in one year of employment.

Legal Reference: 20-A M.R.S. § 13402(3)  
Chapter 115 § 13 (Maine Department of Education Rules)

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