Descriptor Code: DJA

## SUBSTITUTE TEACHERS

**Definition and Qualifications**

Substitute teachers are temporary fill-ins for teachers absent from school. Substitute teachers shall be qualified to teach in North Dakota schools and must possess a valid teacher’s license unless an exception under state law or administrative rules applies. Retired teachers may be employed as substitutes.

The Superintendent shall maintain a list of qualified substitutes and develop a protocol for contacting and securing substitutes’ services.

**Pay**

The Board shall determine the rate of pay for substitute teachers annually. Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the District except as may be required by law**.** All legal deductions are made from substitute pay.

A substitute teacher working more than 5 consecutive days in the same classroom will be considered a long-term substitute after the fifth day. Pay for long-term substitutes is based on the base salary and how many days are worked as a long-term substitute.

**Supervision and Evaluation**

Substitute teachers shall be supervised by the principals in the respective buildings they serve.

End of Elgin/New Leipzig Public School District Policy DJA Adopted: 9/12/2018