

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT (Substitute Teachers)

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the principal of each school.

Insofar as possible, the Principal or designee shall call substitute teachers on the list for the grades and/or subjects for which they are listed. A substitute teacher whose name does not appear on the list may not be employed in the District except when specifically approved by the Superintendent. Principals shall be responsible for seeing that the work of the substitute is as effective as possible and shall provide him/her with a planned program.

A substitute teacher must be at least 21 years of age or, upon approval by administration, a recent graduate or student intern from an education program at a college or university.

All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment.

See policy GBCD for Criminal History Records Check information.

SUBSTITUTES PAY

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review.

Legal Reference:

RSA 189:13-a, School Employee and Volunteer Background Investigations

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

First Reading:	February 19, 2002
Second Reading:	March 5, 2002
Adopted:	March 5, 2002
First Reading:	December 14, 2022
Second Reading:	January 11, 2023
Revised:	January 11, 2023
First Reading:	March 12, 2025
Second Reading:	April 9, 2025
Revised:	April 9, 2025