

**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF
EMPLOYMENT
(Including Support Staff Substitutes)**

Category: R

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

Insofar as possible, the Principal or designee will call the individual on the substitute list for the grades and/or subjects for which they are listed. An individual whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. It is the responsibility of the principal to offer assistance and visit classroom regularly.

Substitute Pay

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

Rates for a substitute teacher called to perform regular teaching duties for a 7-hour day are as follows:

Effective 7/1/2023

Position	Hourly Rate	Daily Rate
Non-Certified Teacher Substitutes/Paraprofessional/Receptionist	\$16.00	\$112.00
Non-Certified Teacher with a Bachelors Degree in any field of study/Paraprofessional (one on one)	\$17.14	\$120.00
Certified Teacher Substitutes/Paraprofessional (extra support)/Custodian	\$20.00	\$140.00
School Nurse Substitutes (RN)	\$30.00	\$210.00
Bus Driver	\$19.00	--

Certified teacher substitutes shall mean those persons that hold or have held (retired teachers) a teaching credential recognized by the NH State Department of Education – Teacher Education and Professional Standards Board or out of state credential recognized by the state under the reciprocity program. School Nurse substitutes must be an RN and hold DOE Certification as outlined by the DOE.

In the event it becomes apparent that a Certified Teacher Substitute position shall require more than five days of continuous service in the position for which the substitute is serving, the daily

rate following the fifth day shall be computed on a prorated daily rate of a first-year teacher as specified in an existing salary schedule for the District.

Should a non-certified teacher substitute be required to fill a teaching position for more than five days of continuous service in the same position, the daily rate following the fifth day shall be based on the rate of one hundred dollars (\$120) per day.

In all instances, every effort shall be made to secure the services of certified teachers or assistant substitutes prior to the securing of services of non-certified individuals.

Substitute Qualifications

Certified Employee first criteria
Minimum High School Diploma
Long Term Substitute – College background preferred
Completed Employee Application
Completed Criminal History Records Check prior to employment
Filed proper employment papers with SAU Office

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.

Legal Reference:

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

SAU #7 Scholl Board: Adopted – December 10, 2020
SAU #7 School Board: Adopted – August 3, 2020
Colebrook School Board: Adopted – November 10, 2020
Pittsburg School Board: Adopted – October 12, 2020
Stewartstown School Board: Adopted – November 02, 2020
Pittsburg School Board: Revised – November 14, 2022
Colebrook School Board: Revised – November 15, 2022
Clarksville School Board: Revised – December 12, 2022
Columbia School Board: Revised – January 3, 2023
Stewartstown School Board: Revised – January 4, 2023

