

## SUBSTITUTE EMPLOYMENT

### *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.

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 the 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 called to perform duties are as follows:

Hourly rates are if working less than a full day. Substitute rates are capped at Max Daily Rate for a whole day.

Substitutes will be provided with a 30 minute unpaid lunch and must clock out during this time.

**Effective 7/1/2024**

<b>Subbing for a Teacher</b>	Hourly Rate	Max Daily Rate (based on 7.5 hours max)	<b>Subbing for a Para Professional</b>	Hourly Rate	Max Daily Rate (based on 7 hours max)	<b>Subbing for Other</b>	Hourly Rate	Max Daily Rate
Non Certified Substitute	\$16.00	\$120.00	Para (1:1 or Shared)	\$17.50	\$122.50	Receptionist	\$16.00	\$128.00 (8 hrs max)
Non-Certified Substitute with a Bachelor's Degree	\$17.50	\$131.25	Para (Extra Support)	\$20.00	\$140.00	School Nurse (RN)	\$30.00	\$225.00 (7.5 hrs max)
Certified Teacher Substitute	\$20.00	\$150.00				Custodian	\$20.00	\$160.00 (8 hrs max)
						Bus Driver	\$19.00	N/A

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 contracted, long term non-certified teacher substitute be required to fill a teaching position for more than five full days (7.5 hours minimum each day) of continuous service in the same position, the daily rate following the fifth day shall be based on the rate of one hundred twenty dollars (\$120) per full (7.5 hours minimum) 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 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 School 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  
SAU School Board: Revised November 9, 2023  
SAU #7 Policy Committee Revised: March 27, 2024  
SAU School Board Revised: April 11, 2024