

## 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 7/1/2025**

Subbing for a Teacher	Hourly Rate	Max Daily Rate (based on 7.5 hours max)	Subbing for a Para Professional	Hourly Rate	Max Daily Rate (based on 7 hours max)	Subbing for Other	Hourly Rate	Max Daily Rate
Non Certified Substitute	\$17.50	\$122.50	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	\$18.50	\$138.75	Para (Extra Support)	\$20.00	\$140.00	School Nurse (RN)	\$40.00	\$300.00 (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. Copies of credentials must be on file at the SAU office prior to the rate

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.*

<b>District Policy History</b>	
<b>Board/Committee Name</b>	<b>Recommendation/Approval Date</b>
Pittsburg School Board	April 14, 2025
Clarksville School board	April 10, 2025
Columbia School Board	April 1, 2025
Colebrook School Board	April 1, 2025
Stewartstown School Board	March 31, 2025
SAU Policy Committee	January 16, 2025
Columbia School Board	January 3, 2023
Clarksville School Board	December 12, 2022
Stewartstown School Board	January 4, 2023
Pittsburg School Board	November 14, 2022
Colebrook School Board	November 15, 2022
SAU School Board Revised	November 9, 2023