

BARNSTEAD SCHOOL DISTRICT
Part-Time and Substitute Professional Staff Employment

Definition

A daily substitute teacher is one who may teach up to 20 consecutive days during the school year in the same position without holding an endorsed credential from the Bureau of Credentialing.

It will be the policy of the Barnstead School District to hire certified teachers to teach in the Barnstead School District whenever possible.

Should the Barnstead School District Administrator be unable to locate a substitute in a specialist area, such as nursing, the Administrator may consider obtaining services through a Purchased Service Agreement. Purchased Services may include using the VNA, Home Health Agency or a citizen who is a licensed nurse in the State of New Hampshire.

Part-time Professional Employees

Part-time professional employees shall be those employed for less than 190 days and/or work less than the normal day of full-time professional employees. Benefits will be prorated on the ratio that part-time employment is to full-time employment.

Substitutes

The Principal and/or Substitute Coordinator shall maintain a list of qualified substitute teachers to be called on to replace regular teachers who are absent.

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

In implementing this policy, the Principal will make an effort to secure personnel with appropriate qualifications in descending order as follows:

1. A person certified to teach in the area of the temporary vacancy;
2. A teacher certified in any area;
3. A person holding a college degree, though not certified;
4. A person with some college education but not holding a Bachelors Degree;
5. A person who is a high school graduate, holding a diploma.

Daily Substitutes:

Daily substitutes shall be compensated at the base substitute rate of \$65/day. Partial substitute days will be compensated on a pro-ration of the base pay. No regular fringe benefits (e.g., health insurance, life insurance, sick days) shall be included. Employment shall be by administrative selection and assignment not requiring school board approval.

Short-Term Substitutes:

The short-term substitutes will serve a period in excess of 20 work days but less than 90 work days in the same assignment. Short-term substitutes shall be compensated at 1.36 times the base substitute rate or \$88.40/day. No regular benefits (e.g., health insurance, life insurance, sick days) shall be included. Employment shall be by administrative (Principal or designee) selection approved by the Superintendent.

Long-Term Substitutes:

The long-term substitute will normally serve a period of 90 or more work days to a full school year in the same assignment. In the first year of employment, compensation shall be step 0 of the appropriate teacher's salary schedule column, unless mutually agreed upon otherwise by the teacher and the Superintendent. No regular benefits shall be offered. Long-term substitutes shall be certified to teach. Employment shall be an administrative (Principal or designee) selection recommended by the Superintendent, and approved by the School Board.

Specific Role Substitutes

Individuals that perform specific roles shall be paid at the following rates until such time that these rates are reconsidered in the future:

- Nurse \$75/day
- Custodian \$75/day
- Kitchen \$50/day

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