

# GCG Substitute Teacher - Procedures

## Application

- A minimum of two (2) years of college is required to serve as a substitute teacher.
- Each substitute must apply by completing the application for substitute teaching available in the Office of the Superintendent of Schools.
- All information requested on the application must be provided.

## Approved Substitute List

- A list of all approved substitutes will be maintained by the Superintendent's office and will be issued to all Principals prior to the opening of school each school year.

## Orientation

- It is the responsibility of each Principal to see that substitutes are oriented to their buildings.

## Monitoring of Substitute Performance

- Each Principal shall establish a method for obtaining information/feedback on the effectiveness of substitutes employed in that building.
- Should the Principal conclude that a substitute is unsuitable for use in his/her building; the information will be sent to the attention of the Superintendent of Schools as soon as possible.

## Compensation Guidelines

- Day-to-day non-consecutive substitutes: \$75.00

# Long-Term Substitutes

- Long-term substitutes should be four-year college graduates, preferably certified in the subject area covered
- After five (5) consecutive days in the same teaching position: per diem rate of BS Level 0 of the Sagadahoc Education Association teachers' salary scale
- When a teacher is going to be absent for an extended period of time, a long-term substitute should be employed to provide consistency.
- Certified teachers may substitute outside the scope of their certificates for no more than 90 teaching days in any one teaching assignment during a school year. Individuals with two or more years of college may serve as substitute teachers for no more than 60 teaching days in any one teaching assignment during the school year, regardless of whether the teaching days are consecutive or non-consecutive.

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