

## West Bonner County School District

### PERSONNEL

5700

#### Substitutes

The term “substitute teacher” is defined in I.C. 33-512(15) as any individual who temporarily replaces a certificated classroom educator and is paid a substitute teacher wage for one (1) day or more during the school year.

The state department of education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher, list the substitute teacher shall undergo a criminal history check every five (5) years.

Any substitute that has not worked for the school district during the previous twelve (12) month period must undergo a criminal history check. The substitute will be inactivated in the sub caller system and a criminal history check must be completed before he/she is allowed to become an active substitute again. Any fees associated with the criminal history check will be paid by the substitute.

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The principal shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute. However, the classroom teacher recommendation will be considered in hiring the long term sub.

In an effort to have the best possible substitute for long term teacher absences, all long term substitute absences will be posted by the District as a position to fill. The substitute will receive a limited contract, with a daily paid rate as determined by the” West Bonner County Substitute Handbook’. Preference will be given to certified applicants for long term sub positions.

This board recognizes the “West Bonner County Substitute Handbook” as policy and procedures for substitutes.

The Board annually establishes a daily rate of pay for substitute teachers.

Substitutes for classified positions will be paid by the hour.

Cross Reference: 5110

Criminal History / Background Checks

#### Policy History:

Adopted on: March 12, 2008

Revised on: October 8, 2008

Revised on: January 18, 2012