

<b>SUBSTITUTE TEACHERS</b>		<b>File: GCG</b>
<b>Section G: Personnel</b>	<b>Adopted: November 5, 2021</b>	<b>Last Revised: September 1, 2022</b>

It is the intent of the MECDHH/GBSD School Board to employ the most qualified professionals to serve as substitute teachers. When, in the judgment of the Director/designee, the absence of an employee requires the hiring of a substitute, the substitute will be selected from a list of approved substitutes furnished by the Executive Director’s Office.

Every attempt will be made to secure substitutes who have valid Maine teaching certification, training or experience at the level or in the subject to be taught. Directors shall attempt to maintain as much continuity as possible by engaging the same substitute for the full period of absence of one teacher, and by hiring substitutes who have shown the most success in the past.

A substitute teacher is charged with the responsibility of maintaining a continuous instructional program that will enable each student to pursue his/her education during the absence of the regular teacher. The substitute teacher will be expected to follow an established curriculum as defined by the regular teacher's lesson plans. A substitute teacher is also responsible for maintaining order and discipline in the classroom in the absence of the teacher.

All substitutes employed by MECDHH/GBSD must have completed a Maine Department of Education criminal record check.

Substitutes shall be paid at the rates established by the MECDHH/GBSD School Board.

**SUBSTITUTE TEACHER RATES**

**Regular Substitute:**

A regular substitute teacher will be paid \$18 an hour.

**Long-term Substitute:**

A long-term substitute teacher is one who replaces one teacher and works more than twenty (20) days and up to ninety (90) days in the same position. A long-term substitute will be paid \$22 an hour.

Benefits will not be provided.

**Adopted: November 5, 2021**

**Revised: September 1, 2022**