



LINE MOUNTAIN
SCHOOL DISTRICT

Section PROFESSIONAL EMPLOYEES
Title EMPLOYMENT OF SUBSTITUTE
PROFESSIONAL EMPLOYEES

Date Adopted 9/26/79

Revised: 4/26/88

Guide		Reference
	<p>405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>1. Purpose Qualified and competent substitute teachers and other professional employees shall be employed in accordance with these guidelines.</p> <p>2. Authority The Board shall approve annually the names of potential substitute teachers and other substitute professional employees and the positions in which they may substitute. Additional names may be added to the list of substitute teachers by the Board during the school year. The utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.</p> <p>Substitutes hired on a per diem basis shall be entitled to the wages approved by the Board on a per diem basis.</p> <p>Substitutes hired to fill a position for a period to exceed fifteen (15) consecutive school days in a single assignment shall be entitled to the prevailing rate of a long term substitute with limited benefits as designated.</p> <p>3. Delegation of Responsibility The Superintendent shall recruit and screen candidates for substitute employment, and shall:</p> <p>develop procedures for the assignment of substitutes</p> <p>develop methods of evaluating substitute teachers and recommend the retention on the Board's approved substitute list of only those substitutes who have performed their duties satisfactorily and are properly certificated</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44</p>

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prepare a written statement for distribution to all approved substitutes informing them of their pay rate, status as employees, schedule of work and such other matters as will enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in their employee's personnel file.

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