

**PART-TIME AND SUBSTITUTE PROFESSIONAL
STAFF EMPLOYMENT**

Part-Time Teachers

Upon the recommendation of the Superintendent of Schools, the Board of Education will approve or reject the employment of part-time teachers consistent with the needs of the school district.

The appointment of part-time personnel will not extend beyond the school year for which employment is made.

Part-time teachers will meet all necessary certification requirements, and any non-unit part-time teachers will be compensated for their work on a prorated basis commensurate with their placement on their salary schedule.

Substitute Teachers

To the greatest degree possible, the Board of Education shall employ as substitute teachers competent and effective individuals who are certified by the State of New York in an approved teaching area. Pursuant to law, when substitute positions of five months or more become available, teachers on the district's preferred eligibility list who were excessed from similar positions will be offered the position.

When such an individual is not available, then the school district shall employ a college graduate as substitute teacher.

Individuals employed as substitute teachers who are not certified may be employed for 40 days during a school year, unless such individuals are in a program leading to teacher certification. In that case, there is no limit on the number of days for which they may be employed as a substitute teacher.

The employment of substitute teachers will be centralized for the district in the office of the Superintendent. Candidates selected will be recommended to the Board for placement on the list of approved substitutes. Principals will assume responsibility for the scheduling of substitutes from the approved list as needed.

Payment of Substitute Teachers

The rate of payment for substitute teachers for the applicable school year shall be \$-- per diem. When a substitute teacher fills the same assignment for more than 10 consecutive days, the rate of payment shall be \$-- per diem beginning on the eleventh day of the assignment. When a substitute teacher fills the same assignment in place of the same absent teacher for more than 20 consecutive days, the rate of payment shall be \$-- per diem beginning on the twenty-first day of the assignment.

When a substitute teacher fills the same assignment in place of the same absent teacher for more than 45 consecutive days, the rate of payment shall be \$-- per diem (step 1 of the bachelor's salary schedule) beginning on the forty-sixth day of the assignment.

The rate of payment for substitute teachers required to work in the same assignment in place of the same absent teacher for more than 90 days shall be determined upon recommendation by the Superintendent of Schools and the approval of the Board of Education.

ADOPTED: 11/14/94