

SUBSTITUTE TEACHERS

Definition ~~and Qualifications~~

This policy defines the following:

~~A substitute teacher is defined as a temporary fill-in for a teacher absent from school. Substitute teachers are temporary fill-ins for teachers absent from school. Substitute teachers are subject to all applicable district policies governing staff conduct and teaching requirements, and are excluded from any continuing contract and nonrenewal rights for a teacher as outlined in state law.~~

Qualifications

Substitute teachers ~~shall~~ **must** be qualified to teach in North Dakota schools and must possess a valid teacher’s license unless an exception under state law or administrative rules applies. Retired teachers may be employed as substitutes.

The Superintendent ~~and/or~~ **and/or** designee shall maintain a list of qualified substitutes and develop ~~a~~ **a** protocols for contacting and securing substitutes’ services.

Pay Salary

The Board shall determine the rate of pay for substitute teachers annually. Substitute teachers ~~will~~ **may** not participate in the health and welfare plans or other fringe benefits of the District except as may be required by law. All legal deductions ~~are must be~~ **are must be** made from substitute pay **in accordance with law**. ~~Substitute teachers shall refer to state statute and the North Dakota Retirement and Investment Office for pension eligibility. Substitute teachers may earn up to the maximum amount allowed by FICA in a school year without contributing to the retirement fund. Should they earn more than the maximum allowed, all earnings become subject to retirement fund deductions.~~

Supervision and Evaluation

Substitute teachers shall be evaluated and supervised in accordance with the district’s policy on teacher evaluation and supervision.

Complementary Documents

- DFAA, Evaluation
- DJA-AR, Procedure for Selecting Substitute Teachers

End of Dickinson School District #1 Policy DJA Amended: 06/10/13