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| Title | EMPLOYMENT OF SUBSTITUTES |
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3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.

The Superintendent shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily-absent regular staff members and temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the Superintendent that are not arbitrary, capricious, or discriminatory.

A.

A. Procedures Leading to Appointment

1. Substitutes must possess appropriate certification to teach as a substitute. The Superintendent may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as the Superintendent deems appropriate;
2. Substitutes must pass a criminal background check (AG 3120A); and
3. Substitutes must complete an interview through the Office of the Director of Curriculum and Instruction. Upon approval of the Superintendent, substitutes will be placed on the official substitute list.

B. In School Procedures

Each principal is to develop procedures which ensure each substitute has completed necessary forms; received appropriate instructions, plans, and other resources needed to function properly in the position and the building; and been observed early and regularly in the performance of his/her responsibilities.

C. Long-Term Substitutes

A person will be considered a long-term substitute if ~~s/he~~the person is appropriately certified and the staff member for whom ~~s/he~~the person has been hired to replace has a leave which extends for more than twenty (20) consecutive school days. The long-term substitute position will be terminated by the end of the school year.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

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118.19, Wis. Stats.

P.I. 3.03(8), Wis. Adm. Code