



Administrative Regulation 4122 Substitute Teachers

Responsible Office: Office of Human Resources

REGULATION

1. Substitute teachers who are licensed by the State Department of Education, are made available at the school level as the need arises on both a short- and long-term basis. Substitute teachers are used to provide instruction in the classroom when teachers are absent for any one of a variety of reasons.
2. Duration: Substitute teachers are also provided for in class situations in which the duration of the assignment is not known due to fluctuating enrollment.
 - a. Whenever this period of time exceeds twenty (2) consecutive days, but is generally less than ninety (90) days, the substitute teacher may be placed in a category known as an extended substitute.
 - b. In the event the need for the assignment is maintained for a period longer than ninety (90) days, the extended substitute teacher may be considered for a short-term contract, providing his/her service has been at an acceptable level of performance. The principal of the school will make that recommendation.
3. Scheduling: Human Resources will, through the Substitute Teacher Dispatch office, maintain a list of available substitute teachers. Each principal will make all arrangements for substitute teachers through that office.
4. Payment: Regular substitutes shall be paid at a daily rate established by the Superintendent for each day or major fraction thereof; one-half (1/2) of that daily rate shall be paid for one-half (1/2) day or less; and, three-fourths (3/4) of that daily rate shall be paid for three-fourth (3/4) day.
 - a. Substitute teachers in any category are not eligible for fringe benefits except participation in the federal social security program.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with Board Policy 4122, Substitute Teachers.

REVISION HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
5/28/1968	2.0	Revised
3/10/1970	3.0	Revised
6/04/1973	4.0	Revised
11/02/1976	5.0	Revised
4/11/1978	6.0	Revised
1/15/1986	7.0	Revised
10/27/1992	8.0	Revised
7/14/1998	9.0	Revised