

ARRANGEMENTS FOR SUBSTITUTE TEACHERS

Date Reviewed/Approved: 06/21/2004 Policy Number: 7306

Rescinds Policy Number: GBRJ-R

Issued: 08/12/1985

Teachers are to notify their principals as early as possible when they will be absent from school. Principals shall make arrangements for substitute teachers.

Teachers are to see that a class roll and schedule, plus lesson plans are available.

Each substitute applicant shall have on file in the personnel office a completed application, including reference check, a completed health certificate before his name will be placed on the list to substitute. A minimum of a high school education is required. Prior teaching experience, teacher training, or other special qualifications in the subject area to be taught is preferred.

INFORMATION

When the above requirements have been met, the applicant's name, address, phone number, social security number, certified or non-certified status and their grade/subject preference is typed on a list which is sent to each school. The principal is responsible for securing substitutes for the school from the persons on the lists supplied.

Substitutes shall follow the same rules and regulations set forth for teachers in that school and should inform themselves of these rules and check with the office if in doubt about any situation.

Pay Day: Substitutes are paid on the same date as the regular teachers and the checks are sent to the school where they have substituted.

Salary: The salary for approved substitute teachers are:

A substitute teacher who holds a valid North Carolina teacher certification/license is paid 65% of the daily pay rate of an entry-level teacher with an "A" certificate plus an additional \$5 from local funds.

A substitute teacher who does not hold a valid North Carolina teacher certification/license is paid 50% of the daily pay rate of an entry-level teacher with an "A" certificate plus an additional \$5 from local funds.

From the check is deducted social security, state tax, and federal tax.

Substitutes are advised to keep a record of the school, teacher, and date for which they substitute.

Legal References: G.S. 115-C-12(8); 16 NCAC 6C.0403