

**SUBSTITUTE TEACHERS**

**Definition**

This policy defines the following:

A substitute teacher is defined as a temporary fill-in for a teacher 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 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 designee shall maintain a list of qualified substitutes and develop protocols for contacting and securing substitutes’ services.

**Salary**

The Board shall determine the rate of pay for substitute teachers annually. Substitute teachers may not participate in the health and welfare plans or other fringe benefits of the District except as may be required by law and/or the negotiated agreement. All legal deductions 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.

**Supervision and Evaluation**

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

Complementing NDSBA Templates (may contain items not adopted by the Board)

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

**End of Apple Creek School District Policy DJA ..... Adopted:**