

## PERSONNEL

GCG

4154

Category: Recommended

### Substitute Teachers

The Superintendent or his/her designee shall be responsible for the employment and placement of substitute teachers.

All substitute teachers are to report to the building principal at the beginning of each day as well as at the end of the day.

Substitute teachers shall be paid in accordance with the latest board daily rate as adopted by the School Board. At the discretion of the Principal/Superintendent, School Board members may serve in the role of substitute teacher.

Long-term substitutes are those who teach in the same position for twenty (20) or more consecutive days. Teachers in these positions must possess certification in the subject area in which s/he is substituting.

Long-term substitutes shall be compensated as follows:

1-10 days = Board Daily Rate  
11+ days = BA 1, No Benefits

All substitute employees must undergo a Criminal History Records Check prior to employment (Policy GBCD).

#### *Legal Reference:*

*RSA 189:13-a, School Employee and Volunteer Background Investigations*

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