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### **ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES**

Substitutes shall be paid a daily rate of pay established by the Board. This rate is based upon the following:

- Level 1 Substitutes who hold a valid Maine teacher's certificate (\$70.00).
- Level 2 Substitutes who do not hold a valid Maine teacher's certificate, but who have a minimum of a BA or BS (\$65.00).
- Level 3 Substitutes who do not hold a valid teacher's certificate, but who have a minimum of 3 years of post-secondary education (\$60.00).
- Level 4 Substitutes who have less than 3 years of post-secondary education (\$57.00).

The administration will make every effort to hire the most qualified individuals as substitute teachers. A similar effort will be made to fill long-term substitute positions with content appropriate, certified teachers. When a long-term vacancy is known in advance, the long-term substitute will be paid on a per diem basis (0 step, BS) beginning on the first day of employment. Should a substitute who is not a certified teacher or is not certified in the appropriate area work more than 10 consecutive days for the same teacher (emergency situation only), the substitute will be paid the

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established daily substitute rate or an alternative rate approved by the Superintendent.

Certified teachers may substitute outside the scope of their certificates for not more than 90 teaching days in any one teaching assignment, regardless of whether the teaching days are consecutive or non-consecutive. This 90 day limit may be extended by the Commissioner of Education.

Persons having 2 or more years of college preparation may serve as substitute teachers for not more than 60 teaching days in any one teaching assignment, regardless of whether the teaching days are consecutive or non-consecutive. This 60 day limitation may be extended by the Commissioner of Education.

High school graduates may serve as a substitute teacher for not more than 10 teaching days in any one teaching assignment, regardless of whether the teaching days are consecutive or non-consecutive, not to exceed 60 days in any school year.

High school graduates with two or more years of trade experience may substitute at the Vocational Center for not more than 60 teaching days in any one teaching assignment, regardless of whether the teaching days are consecutive or non-consecutive. This 60 day limit may be extended by the Commissioner of Education.

Educational Technician substitutes will be paid \$8.25 per hour.