

## **AP 810.0 Instructional Substitutes**

### **810.1 Instructional Substitutes Training and Qualifications**

- a. Instructional substitute applicants will be interviewed by an Assistant Superintendent or designee. Assistant Superintendents will hire all district-wide substitute positions. In-house substitute applicants must be interviewed and hired by the building principal.
- b. District-wide instructional substitutes must have a minimum of sixty (60) college credits and must provide a college transcript to verify their qualifications.
- c. Prior to substituting, instructional substitutes must complete required payroll paperwork including the Technology Use Agreement and initiated the state-required criminal background check by submitting a set of fingerprints to the Idaho State Department of Education.
- d. Prior to substituting, instructional substitutes must complete the district's substitute training and sign the "Expected Behavior" Agreement.

### **810.2 Long Term Substitutes**

- a. To be eligible to substitute on a long-term basis, more than ten (10) days, the substitute must be pre-approved by an Assistant Superintendent. Generally, individuals desiring to substitute on a long-term basis must have current college transcripts, a current Idaho Teaching Certificate in the subject area of the assignment, and meet state and federal Highly Qualified requirements. Exceptions to this practice must be approved by the Superintendent or designee.
- b. An individual substituting on a long-term basis for the same teacher in the same assignment will be paid at the current substitute rate of \$65 per day for the first ten (10) days. Beginning with the eleventh (11) day, and for as long as the individual is substitute for that same teacher in the same assignment, he/she shall be paid the long-term substitute rate of \$91 per day.
- c. The Payroll Department will make payments in accordance with Board Policy.

### **810.3 Short Term Substitutes**

- a. When a substitute is called, but not needed, he/she will be paid a show-up fee of \$15.
- b. Substitutes who work for paraprofessionals will receive \$8.50 per hour and must submit a substitute paraprofessional timesheet.

Procedure History:      Adopted: \_\_\_\_\_

Revised: 8/10/2012