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**PEACHAM SCHOOL BOARD POLICY  
SUBSTITUTE TEACHER POLICY**

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Prepared for 1<sup>st</sup> reading: 4/8/02  
Prepared for 2<sup>nd</sup> reading: 5/13/02

Policy Warned for Hearing: 5/31/02

Adopted: **6/10/02**

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Copies to: Principal: \_\_\_ School Library: \_\_\_ Board Members: \_\_\_ CCSU: \_\_\_ Town Clerk: \_\_\_ Town Library: \_\_\_

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A list of qualified substitute teachers, organized by grade level and subject, will be developed by the superintendent or his or her designee for all schools in the district. No person will be placed on the qualified substitute list unless that person has graduated from high school and is deemed appropriate by the principal or his or her designee.

**Short-Term Substitute Teachers**

Short-term teachers will be paid \$65.00 per day for short-term service without the need to prepare lessons and record student progress.

*Unlicensed in Vermont*

Substitute teachers who are unlicensed in Vermont may substitute for up to fifteen consecutive days per educator absence. The superintendent must approve, in advance, employment of an unlicensed substitute for more than fifteen consecutive days.

**Long-Term Substitute Teachers**

*Licensed in Vermont, but not Endorsed*

Substitute teachers who are licensed but not appropriately endorsed for the subject they will teach will be compensated at a daily rate of \$75.00 per day for long-term substitute teaching, during which time the principal or his or her designee will continue to search for a qualified teacher. Such substitutes may not be employed for more than 30 consecutive days per teacher absence without the superintendent's prior approval.

*Licensed and Endorsed in Vermont*

If the substitute teacher has been properly licensed and endorsed by the state of Vermont, then after fifteen consecutive days of service, the substitute will be paid at a daily rate of 1/183<sup>rd</sup> of the current base salary at the BA Step 1 level. No additional compensation or benefits will be provided. Such substitutes must hold a Vermont license in the teaching field they will teach, and will be required to prepare lessons, assess and record student progress. Upon prior approval of the superintendent, the substitute may be paid at the per diem rate specified in this policy prior to the fifteenth consecutive day of service.

Legal References: Vt. State Board of Education Manual of Rules & Practices §§5350, 5510, 5520  
16 V.S.A. §558