File: *GCGA*

SUBSTITUTE TEACHERS

Substitute teachers may serve on a day-to-day basis to fill short-term classroom teaching or instructional vacancies caused by the absence, resignation, inability to employ or termination of a certified teacher. The substitute teacher shall be selected from a list of approved substitutes furnished by the Director's Office

I. Employment

A. Potential substitute teachers must submit an application to the Director's Office. Minimum qualification is a high school diploma or GED certificate. Desirable qualifications include college training, a teacher certificate and/or two or more years of trade experience. Long-term substitutes shall be hired under section III.B.

II. Qualifications

A. All substitute teachers shall be fingerprinted per Maine Department of Education regulations.
B. Certified teachers may substitute outside the scope of their certification for not more than 90 teaching days in any one teaching assignment.
C. A high school graduate with two or more years of trade experience may serve as a substitute teacher in a CTE region for not more than 60 teaching days in any one teaching assignment.
D. Teaching days shall include consecutive and non-consecutive days in the same teaching assignment during the year.

III. Usage of Substitutes

A. **Part – time, Occasional Substitutes** – Part – time, occasional substitute teachers at WCTC are those who serve less than ten (10) consecutive days in any one position and, in practice, generally do not serve more than a day or two in any one position. Lesson plans will be left by the absent teacher. Part – time, occasional substitutes are not guaranteed any set number of workdays in a year. They will paid at a per diem rate determined by the Board for each day of substitute teaching. NO benefits are part of this section.
B. **Long – term Substitutes** – Long – term, certified substitute positions (10 or more consecutive days in the same position) will be filled at the level per Section IV – Compensation. Long – term substitute positions (10 or more consecutive days in the same position) will be filled at the level per Section IV – compensation. Lesson plans will be developed by the long – term substitute after five days in conjunction with teacher.

IV. Compensation

A. Short – term substitutes are compensated at a rate of $ 70.00 per diem.
B. Short – term certified (program specific) substitutes are compensated at a rate of $ 100.00 per diem.
C. Long – term certified (program specific) substitutes are compensated at a rate of $ 140.00 per diem.

Legal Reference: TITLE 20A MRSA SEC. 13402
Chapter 115 Section 13 – Maine Department of Education Rules

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