

STAFF PERSONNEL

Series 500

Policy Title . . . SUBSTITUTES

Code No. 534

Qualifications

Personnel serving on a substitute or temporary basis in the school district shall be certificated for the positions which they are to fill. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of regular contract personnel. In the event such persons are not available, the employment of personnel who are properly certificated is authorized on a purely substitute or temporary basis.

Reimbursement

Properly certificated substitutes shall be paid on a daily rate for their teaching services. Such rate shall be set by terms of the agreement between the Board and the substitute teachers association.

Date of Adoption:
March 8, 1976
Amended:
December 12, 1988
Reviewed:
August 11, 2008

Legal Reference: Code of WI
Section 120.12

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Series 500

Administrative Regulation Title . . . SUBSTITUTES Code No. R-534

Administrators are encouraged to seek replacement for regular staff members on leave from a field of qualified candidates.

Day to day or short term absences are provided for by the substitute contract and called by the district office staff.

Long term leaves of absence openings are posted and qualified candidates interviewed.

1. Wait ten (10) days before making a decision.
2. Interview candidates.
3. Be certain substitutes currently on our substitute list are screened.
4. Where possible, look for experienced staff who are able to match qualifications with the person on leave.
5. If possible, bring your candidate in for a couple of days at substitute rate to learn the class routine. This is particularly true for second semester openings.
6. Make certain the person being interviewed does not have a contract with another school district before offering them a position.
7. Report your selection to the Superintendent on the attached form provided.

BURLINGTON AREA SCHOOL DISTRICT

Name of recommended candidate _____

Present address _____

Number of candidates interviewed: _____

Reason for recommending this applicant:

Is this applicant being hired for _____, _____ or
New position Teacher on Leave

Replacement

If a replacement, for whom: _____

Degree _____ Credits Beyond Degree _____ Years of Experience _____

Extra curricular assignments recommended:

Date

Principal's Signature