



SUBSTITUTE TEACHER POLICY
(Personnel and Management)

SUBSTITUTE TEACHERS

1. General provisions

A. Human Resources (HR) shall be responsible for general administration of substitutes whether provided by the school district or by an outside contractor.

B. Substitute teachers shall have a minimum educational background of two years of college. Substitute nurses shall have the required certifications/licenses for such positions.

C. Principals shall be responsible to interview all of the substitutes and make recommendations for hire in writing to HR. Issues relative to substitutes shall be forwarded to the Human Resources Department, Superintendent or Superintendent designee.

D. All substitutes must complete standard district hiring paperwork prior to being placed on the substitute list. This paperwork must include, but not limited to CORI, fingerprinting, as well as MPS Policies.

E. Substitutes shall be paid in accordance with a rate scheduled approved by the School Committee as part of the budget.

2. Long-Term substitutes

A. Long-term substitutes must be licensed by the MA Department of Elementary and Secondary Education as a Teacher in the area that they are teaching for assignments of more than 90 consecutive school days, same subject, same classroom. The long-term substitutes shall be designated by the Superintendent for leaves or vacancies more than thirty (30) consecutive days in length. The substitute may be paid at the appropriate level on the long-term rate schedule from the first day of that assignment if he/she serves in a full teaching capacity to include the day to-day planning responsibility of that position.

B. Preferably, substitute teachers with an appropriate teaching certificate will be employed in all long-term teaching assignments. If a long-term substitute teaching more than 90 consecutive school days is not certified for an assignment in a Title 1-funded school, a four-year accredited college degree is required and parents must be properly notified.

C. A long-term substitute, starting a school year, may be paid for up to five (5) days, prior to opening day in order to set up a classroom and attend orientation.

Legal Reference:

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