

DOVER SCHOOL DISTRICT	POLICY CODE: GCG
DATE OF ADOPTION: APRIL 09, 2012	PAGE 1 OF 1

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT (Substitute Teachers)

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the person for calling substitutes or maintaining substitute placement online program.

Insofar as possible, teachers on the substitute list will be called for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the school district except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

The approved rate for substitute pay is \$75 per day. **Effective 7/1/12**, certified substitutes holding a current New Hampshire teaching certificate will be paid \$80 per day. Substitutes for paraprofessional positions will be paid \$70 per day. Substitutes holding a current New Hampshire teaching certificate will be paid \$95 per day if they work for 20 or more consecutive days, which will be retroactive to the first day of the long term assignment. Under extenuating circumstances, the Superintendent, with approval from the School Board, may authorize additional compensation for certain long term assignments.

The Superintendent or his/her designee shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the district. This investigation shall be completed in accordance with Policy GBCD prior to making an offer of employment.

Statutory/Regulatory/Policy Cross References

RSA 189:13-a

Policy GBCD