

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 or educational specialist.

It will be the responsibility of the principal/designee to obtain a substitute to fill a vacancy caused by the temporary absence of a professional staff member from a list of approved substitutes. In filling temporary vacancies, whenever practicable, preference will be given to persons who are certified and/or have training or experience at the grade level or subject of the staff member who is absent.

Qualifications

The following qualifications are established by Maine law:

- A. All substitute teachers shall be approved by the Maine Department of Education.
- B. Certified teachers may substitute outside the scope of their certification for not more than 90 teaching days in any one teaching assignment.
- C. Persons having two or more years of college preparation may serve as substitute teachers for not more than 60 teaching days in any one teaching assignment.
- D. Only in cases of emergency may a person with less than two years of college preparation who has graduated from high school serve as a substitute teacher, and such assignment shall not exceed 10 teaching days
- E. Teaching days shall include consecutive and non-consecutive days in the same teaching assignment during a school year.

Compensation

Substitute teachers will be compensated according to a schedule approved by the Board and reviewed upon recommendation by the Superintendent, except that substitute teachers holding certification in the area in which he/she is assigned and who is employed in that assignment for more than 10 consecutive

days will be compensated at the rate equal to the first step of the teachers' salary scale for the degree that they have obtained., beginning with the 11th day. Substitute teachers are not eligible for health insurance or other fringe benefits.

Legal Reference: 20-A M.R.S.A. § 13402(3)
Chapter 115 § 13 (Maine Department of Education Rules)

Adopted: October 7, 1974

Revised: July 12, 1999; May 6, 2013