

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

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 principal of each school.

The Absence Management system will call teachers on the substitute list 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 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 instructional program. The Superintendent, in conjunction with the Assistant Principals, will conduct an annual orientation of substitute teachers prior to opening of school.

SUBSTITUTES PAY

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review.

REGULATIONS CONCERNING SUBSTITUTES

1. Substitutes must hold a high school diploma or have experience at the college level, or some experience working with children.
2. College undergraduates may be assigned to the substitute list for GES and GMS. Student teachers assigned in Gilford classrooms may substitute only in the classroom of their supervising teacher.
3. A student teacher who is substituting will be paid according to the Substitute Handbook.
4. Substitute teachers must complete a criminal record check, which will be paid for by the Gilford School District.

Legal References:

RSA 189:13-a, School Employee and Volunteer Background Investigations

(Adopted: 4/4/2011)

(Revised: 5/6/2013, 11/4/2019, 1/4/2021)