Section 400 – Personnel
Other Certified Employees
<u>Substitute Teachers</u> **File: 411.01**

The board recognizes the need for substitute teachers. Substitute teachers shall be certificated to teach in Nebraska. The board has chosen to also utilize local area substitute teachers due to a shortage of fully certified substitutes.

It shall be the responsibility of the superintendent's office to maintain a list of substitute teachers who may be called upon to replace regular contract certificated employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the superintendent. It shall be the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate set by the board annually in the spring preceding the next school year. Substitutes employed for 10 or more consecutive days may be paid at a higher rate beginning on the 11th day of employment for the same teacher. Substitute certificated employees are expected to perform the same duties as the certificated employees.

Cross Reference: 406.01 Certificated Employee Defined
406.02 Certificated Employee Qualifications, Recruitment and Selection