

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 308
CERTIFIED STAFF**

EMPLOYMENT OF SUBSTITUTE TEACHERS

Substitute teachers who are licensed by the State Department of Education are made available at the school level as the need arises on both a short-term and long-term basis. Substitute teachers are used to provide instruction in the classroom when teachers are absent for any one of a variety of reasons. Substitute teachers are also provided for in class situations in which the duration of the assignment is not known due to fluctuating enrollment. Whenever this period of time exceeds twenty (20) consecutive days, but is generally less than ninety (90) days, the substitute teacher may be placed in a category known as a long-term substitute. In the event the need for the assignment is maintained for a period longer than ninety (90) days, the extended term substitute teacher may be considered, providing their service has been at an acceptable level of performance. The Associate Superintendent of Human Resources will approve all recommendations for long term and extended term substitutes.

Substitute teachers must possess a valid Substitute Endorsement of Nevada Certificate. Substitute teachers possessing only the substitute endorsement are limited to a maximum of twenty (20) days of consecutive service in one classroom or for the same person. (Nevada Certification Regulation 391.150).

The Human Resources Division shall develop procedures for employment of substitute teachers.

Scheduling and Payment of Substitutes

The Human Resources Division will, through the Substitute Teacher Dispatch office, maintain a list of available substitute teachers.

Regular substitutes shall be paid at a daily rate established by the Superintendent for each day or one-half (1/2) day; one-half (1/2) of that daily rate shall be paid for one-half (1/2) day. Long term substitutes may be paid at a daily rate established by the Superintendent for each day or one-half day. Extended term substitutes who hold a valid license for the grade level and subject area of the assignment will be placed on the teacher's salary schedule; one-half (1/2) of that daily rate shall be paid for one-half (1/2) day.

Substitute teachers in any category are not eligible for fringe benefits except participation in the federal social security program.

REGULATION No. 308-CONTINUED

Compensation for substitute teachers

Substitute teachers whose services are secured for twenty or more consecutive school days in the same position, and as a replacement for a single regularly-employed teacher, will be compensated for such service by prorating the days taught on a daily rate based upon placement on the current teachers' salary schedule. In cases where the length of the regular teacher's absence cannot be determined in advance, the substitute teacher will be paid the established per diem rate for the first twenty days. Starting on the twenty-first day, the substitute shall be paid a prorated retro-active daily rate as determined by placement on the current teacher's salary schedule. Only those teachers who possess a regular teaching certificate which qualifies them to teach in the specific grade level or subject matter area in which they are substituting will be eligible for the prorated contract for substitute service.

All other substitute teachers will be paid at the established per diem rate.

Adopted: April 15, 1981
Revised: November 9, 1993