



Lincoln Public Schools  
Lincoln, MA 01773

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 **File: GCG - SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

SOURCE: MASC

Some other towns include Part Time Teachers in the policy:

**File: GCG - PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

Part-Time Teachers

Teachers may be employed on a part-time basis. The salary of part time teachers will bear the same ratio to the first step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers

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## **POLICIES RELATING TO EMPLOYMENT OF SUBSTITUTE TEACHERS**

Substitute teachers are defined as qualified instructors hired to replace certified teachers on temporary leave for a period of time ranging from one day to a substantial portion of the school year.

Compensation is based on a daily rate established annually by the School Committee. Rates vary according to the following:

- (1) the cumulative number of days a substitute serves within a given year and
- (2) the number of consecutive days a substitute serves within a given assignment.

Separate rates are set for each of the various categories. Half-day rates affect only short term substitutes.

### CATEGORIES:

#### 1. Short-Term Substitute Teacher

Category A – A substitute teacher hired on a daily basis with 15 or fewer days of cumulative service with the school system within a given year.

Category B – A substitute teacher hired on a daily basis with 16 or more days of consecutive service with the school system within a given year.

#### 2. Long-Term Substitute Teacher

Category A – A substitute teacher who is hired or continues in the same assignment for fifteen consecutive days.

Category B – A substitute teacher who continues in the same assignment for sixteen or more consecutive days.

#### 3. Permanent Substitute Teacher

A substitute teacher hired to replace a certified teacher who is on leave for a substantial portion of the year.

Due to the nature of the assignment, substitute teachers are not entitled to paid leave or medical plan benefits.

Permanent substitute teachers require School Committee approval.

Approved at School Committee Meeting of April 13, 1984  
Revised at School Committee Meeting of \_\_\_\_\_?