

## **PERSONNEL SERVICES**

## **Policy 4150**

### **Employment**

#### **Substitute Teacher Employment**

The Board of Education will employ qualified substitutes for all employee groups. The Superintendent/designee will prepare and submit to the Board a procedure for reporting absences, assigning substitutes and developing a substitute compensation plan.

Substitute teachers shall meet all requirements as established by the State Board of Education. Rate of compensation shall be according to the annual school budget approved by the Board of Education.

Records shall be kept by the Superintendent concerning number of days taught by substitutes and the amount of funds expended. The Board shall be informed concerning this data at periodic intervals.