

CODE: GCGA

SUBSTITUTE TEACHERS AND EDUCATIONAL SPECIALISTS

The School Committee recognizes that substitute personnel perform an important role in supporting continuity of student learning in the event of absence, resignation, inability to employ, or termination of a regularly employed certified employee. It is the School Committee's desire to employ appropriately certified persons, if when available, for substitute teacher teaching and educational specialist positions.

A certified teacher or educational specialist may serve as a substitute with no time limit, provided that their teaching certificate bears an endorsement for the grade and subject being taught, or their educational specialist certificate is appropriate to the employment.

The Superintendent may request a waiver from the Commissioner if finding candidates that meet the eligibility criteria is difficult.

Any substitute serving on a short-term basis in any teaching assignment must have at least a high school diploma or the equivalent. The School Committee may approve more stringent standards at its discretion.

All applicants for substitute teaching positions must obtain a Criminal Background Check approval, based on fingerprinting, in accordance with Maine Department of Education rules and processes before they are assigned to a school.

The Superintendent will be responsible for recommending to the School Committee, for its approval, minimum education standards for substitute teachers, and schedule of compensation for both long-term and short-term substitute teachers and educational specialists.

Substitute compensation will be reviewed as recommended by the Superintendent or upon request of the School Committee.

Legal Reference: 20-A MRSA §§ 13001-A; 13402(3)
26 MRSA 26 MRSA §664
Dept. of Educ. Rule Ch. 115(9)

Adopted: January 21, 1997

Revised: August 15, 2000; September 6, 2011; November 20, 2012;
January 7, 2014; August 20, 2019