

	<b>Huron School District #2-2</b>	Code: GCE Part-Time & Substitute Professional Staff Employment (Substitute Teachers)
	Policies and Regulations	

**Part-Time and Substitute Professional Staff Employment**  
(Substitute Teachers)

**Responsibilities**

1. At the beginning of each school year, the superintendent's office will furnish each building principal with a list of qualified substitute teachers.
2. Substitute teacher handbooks define duties and responsibilities of certified personnel; and, as such, are not enumerated here.

**Rate of Pay**

1. The daily pay for substitute teachers is as follows:
  - ✓ One through four days in the same calendar month      \$120 for each day worked in month
  - ✓ Five through nine days in the same calendar month      \$135 for each day worked in month
  - ✓ Ten through fourteen days in the same calendar month      \$155 for each day worked in month
  - ✓ Fifteen or more days in the same calendar month      \$175 for each day worked in month

The superintendent of schools may deviate from this schedule as he/she deems necessary.

**Substitute Teacher Training:**

Prior to the start of each school year, each building principal will be responsible for planning and conducting in-service for substitute teachers. A summary of the in-service activities (i.e., in-service agenda) will be on file in each principal's office.