

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

**CODE: GCBC**

**SUBSTITUTE PAY**

The Board of Trustees believes that the role of the substitute teacher is very important for maintaining continuity in teaching and learning. An effective program for selecting and assigning all substitute teachers and for evaluating their performance will be established by the professional staff and the direction of the superintendent.

Whenever possible, a substitute teacher employed in the absence of the regular teacher will possess knowledge in the area of assignment and will have demonstrated successes in teaching. The Superintendent, or his designee, shall provide a complete list of all qualified substitutes to all administrators responsible for securing substitutes.

Substitute teachers shall be paid at the daily rate for substitutes as established by the Board. However, when a substitute has been continuously employed for ten (10) consecutive days in the same teaching assignment, his/her daily rate of compensation will be calculated at the daily rate of pay for the position of BA, step one on the district salary schedule. The substitute teacher would then continue to be compensated at this rate as long as he/she substitutes continuously in the same assignment. At the Superintendent's discretion, he/she may authorize supplemental compensation if warranted. In each case where supplemental compensation is awarded; the Superintendent shall notify the Board who shall have final approval of the substitute supplemental compensation. The compensation may include an increased daily rate or other forms of compensation designed to retain a certified substitute with specialized training in a congruent specialized position.

A substitute who is employed more than ten consecutive school days in the same position shall be considered a long-term substitute. All administrators who are placing an individual as a long-term substitute must notify Human Resources who will obtain approval from the Superintendent.

Substitute teachers shall not be eligible to participate in the health and retirement plans or other fringe benefits of the District.

Adopted: 1/20/98  
Revised: 8/15/00  
Revised: 8/15/17