



Mitchell School District 17-2 POLICY

Category	Approval
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Series 700: Foundations and
Basic Commitments

Adopted	Revised
10/9/67	7/10/80, 5/12/81, 7/19/82, 7/6/88, 7/10/89, 7/9/90, 12/10/01, 6/27/05, 8/13/07, 6/24/13, 6/12/17
Reviewed	
5/24/21	

K-12 SUBSTITUTION TEACHERS

MSD 711

A substitute teacher is defined as a person who teaches as a temporary teacher not under contract by the school district. Such a teacher need not hold a valid certificate during the period for which they are substituting.

If a substitute assignment goes beyond ten (10) consecutive days in the same assignment, beginning on the eleventh (11th) day the daily rate will increase \$10 above their regular substitute rate. In this event, if the substitute teacher is not “highly qualified” for the assignment, the school must notify parents of affected students by letter or email.

If a substitute assignment goes beyond 30 consecutive days in the same assignment, beginning on the 31st day the daily rate will be determined by dividing the hiring base by the number of teacher on-site days in the school calendar. This rate will be referred to as the long-term substitute rate.

No other contractual rights shall accrue to a substitute teacher, regardless of the duration of the assignment.

Substitutes will be notified when the assignment qualifies for the long-term substitute rate.

The responsibility for arranging for substitutes is assigned to the primary supervisor.

Any certified employee who has retired from the Mitchell School District 17-2 will be paid at the certified sub rate of pay regardless if their teaching certificate has expired.

Adopted: 10/9/67
Revised: 7/10/80, 5/12/81, 7/19/82, 7/6/88, 7/10/89, 7/9/90, 12/10/01, 6/27/05, 8/13/07, 6/24/13

12/10/01 revision eliminated provisions for contracted teachers (now found in the master contract) and renumbered the policy from 715.11 to 711.

6/27/05 revision struck the 45-day approval requirement and added highly qualified notification requirement.

8/13/07 revision added that retired school district teachers will be paid at certified rate of pay regardless if certificate is expired.

6/24/13 revision revised grammatical error in paragraph 1, also deleted placing substitute on the salary schedule at BA1 level with ‘using the typical salary amount for new teachers with a BA only’.

6/12/17 revision added new definition for ‘substitute teacher’ and replaced salary scheduled step with ‘hiring base’

