

1 **Charlo Public School District**

2
3 **PERSONNEL**

5314

4
5 Substitutes

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7 The Board authorizes the use of substitute teachers as necessary to replace teachers who are
8 temporarily absent. The secretary shall arrange for the substitute to work for the absent teacher.
9 Under no condition is a teacher to select or arrange for a private substitute. A substitute teacher
10 may be employed to carry on a teacher's duties not to exceed 35 consecutive teaching days.

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12 If the absence of the regular, licensed or authorized teacher continues for more than 35
13 consecutive teaching days, the substitute may be placed under contract if licensed or the board of
14 trustees shall place a licensed teacher under contract. If the board of trustees makes a written
15 declaration to the Superintendent of Public Instruction that no licensed teacher is available, the
16 district shall pursue the employment of a teacher authorized under the provisions of Admin. R.
17 Mont. 10.57.107.

18
19 The Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are
20 given to substitute teachers.

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22 Substitutes for classified positions will be paid by the hour. When a classified employee is
23 called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of
24 pay is higher.

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26 All substitute teachers will be required to undergo fingerprint and background checks.

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30 Policy History:

31 Adopted on:

32 Revised on: