

DODGELAND SCHOOL DISTRICT
Board Policy Manual

534

SUBSTITUTE TEACHERS

Substitute teachers shall be employed for short or long-term periods of time in the absence of regular teachers.

All substitute teachers shall have the necessary certification, license or permit required by state law to serve in the specific substitute assignment. Short-term substitute teachers are employed for no more than 20 consecutive days in the same teaching assignment and may be employed to teach any subject at any grade level. Long-term substitute teachers are employed for twenty one (21) or more consecutive days in the same teaching assignment and shall be employed to teach only the subjects and grade levels for which the teacher is licensed.

The substitute teacher's working day and general conditions of employment shall be the same as those of a regular teacher. Substitute teaches shall be compensated in accordance with the Board approved pay schedule and shall receive no other compensation or benefits.

The District will use an absence management system for locating/hiring substitute teachers.

When it is not possible to obtain a qualified substitute teacher, regularly employed teachers shall be asked to substitute during their assigned preparation periods or other unassigned times. Regular teachers who are used as substitutes shall be compensated in accordance with Board policies and procedures.

LEGAL REF.:	Sections	111.31-111.395	Wisconsin Statutes
		118.19	
		118.195	
		118.20	
		121.02(1)(a)	
	PI 34.21	Wisconsin Administrative Code	
	PI 34.23		
	PI 34.24		
	Elementary and Secondary Education Act as amended		
CROSS REF.:	534-Rule, Substitute Teacher Compensation		
	511, Equal Opportunity Employment		
	523.1, Staff Physical Examinations		
	532.2, Compensation for Certified Professional Teaching Staff		

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