

**CANDIA SCHOOL DISTRICT**  
**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**  
(Substitute Teachers)

The Superintendent or designee shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the Principal.

Insofar as possible, the Principal or designee shall call teachers on the substitute list for the **grades and/or subjects for which they are listed. A teacher whose name does not appear on the** substitute list may not be employed in the district except when specifically approved by the Superintendent. The Principal will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment.

**SUBSTITUTES PAY**

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review.

**1. Daily Substitute Teacher**

A daily substitute teacher serves as a replacement for the regular classroom teacher on an incidental basis. He/she shall be compensated at the daily substitute rate as established by the Board. Individuals who are certified teachers are preferred.

**2. Short-Term Substitute Teacher**

A short-term substitute teacher replaces a regular teacher who is absent for an extended period of time, but is not on a leave of absence. Short-term substitutes shall be compensated at the daily substitute rate for the first ten days in the same position. Thereafter, for the same position, short-term substitutes shall be compensated at a daily rate based on Step 1 of the BA column on the current salary schedule, regardless of degree status and/or experience. In those unique situations that may occur, the Superintendent may waive the ten-day requirement at his/her discretion. Should the substitute not be a certified teacher, he/she may not maintain the same position beyond 19 school days. If a position goes beyond 19 days, the substitute teacher must be a certified teacher.

**3. Long-Term Substitute Pay**

A substitute teacher who replaces a regular teacher for more than ten school days but is not on a leave of absence shall be compensated at a rate as determined by the School Board. For the first ten days in a position, substitutes will be paid at a daily rate established by the School Board. Starting with the eleventh consecutive day in the same position, substitutes shall be compensated at a daily rate based on Step 1 of the BA column on the current salary schedule, regardless of training and experience.

Adopted: November 2, 2000  
Revised: June 1, 2006  
Revised: May 7, 2015

***Legal Reference:***  
RSA 189:13-a  
NH Ed Rule 503.2