

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS**426 SUBSTITUTE TEACHERS****I. PURPOSE**

The purpose of this policy is to define a short-term, medium-term and long-term substitute and employment benefits granted.

II. DEFINITION

- A. A short-term substitute, by definition, shall be an individual who performs substitute teaching duties for less than ten (10) consecutive days for one or more teachers.
- B. A medium-term substitute, by definition, shall be a teacher who performs substitute teaching duties for an individual teacher for ten (10) or more consecutive days but less than one hundred (100) days.
- C. A long-term substitute, by definition, shall be a teacher who performs substitute teaching duties during a leave of absence granted a teacher by the School Board for at least one hundred (100) days in a school year.

III. GENERAL STATEMENT OF POLICYShort Term Substitute

A short-term substitute teacher shall be an individual selected by the respective principal to provide instructional services during the absence of a contract teacher or teachers.

Rates of compensation for short-term substitute teachers shall be set by the School Board.

Specific benefits in addition to the compensation set up by the School Board shall not be granted for short-term substitute assignments.

Medium Term Substitute

A medium-term substitute shall be reimbursed, on a pro-rated basis, at the level of compensation stipulated for the BA Degree, not in excess of the initial step (Step 1) on the "Salary Schedule" of the Master Contract Agreement, unless an exception is made by the Executive Director of Administrative Services. Employment as a medium-term substitute teacher shall not be considered as teaching experience applicable toward qualification as a tenure teacher.

Substitute service interrupted by illness of the medium-term substitute will be considered as continuous substitute assignment.

Special benefits, in addition to the compensation set by the School Board, shall not be granted for medium-term substitute assignments.

Long Term Substitute

A long-term substitute shall be reimbursed, on a pro-rated basis, at the level of compensation stipulated for the applicable training level, but not in excess of MA Step 1 on the "Salary Schedule" of the Master Contract Agreement unless an exception is made by the Executive Director of Administrative Services.

Employment as a long-term substitute teacher shall not be considered teaching experience applicable toward qualification as a tenure teacher unless it is full year and uninterrupted with the next full-time experience.

Long-term substitute teachers may be granted "experience" credit for long-term substitute experience if they are subsequently employed by the district.

Long-term substitutes shall receive fringe benefits according to the current negotiated teacher agreement.

Contracts for long-term substitute teaching shall automatically expire in accordance with the stated period of employment in the contract.

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