



Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of EMPLOYMENT OF SUBSTITUTES
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### 3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The District Administrator shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory. ~~when their services are no longer required.~~

Substitutes must possess appropriate certification to teach as a substitute ~~a valid Wisconsin professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified.~~ The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as the District Administrator deems appropriate ~~declare that an emergency exists due to the lack of qualified available substitutes and permit the use of a substitute with a bachelor's degree but not a professional certificate.~~ There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute shall be paid a minimum of one-half (1/2) day once the substitute is called. Employed substitutes may ~~Substitutes will~~ receive in June a letter of reasonable assurance of continued eligibility for assignment during the ensuing school year. ~~employment.~~

Revised 12/03/18

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Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
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