

P4215 SUBSTITUTE TEACHERS

BOARD POLICY:

The Board hereby recognizes that the best instruction occurs when the regular teacher is present. Unfortunately, such attendance is not always possible. When absences occur, it is the policy of the Board that alternatives be provided that are instructionally sound, while fiscally responsible, and have minimal adverse impact on classroom teachers. The administration should develop plans that meet these three criteria.

Administrative Implemental Procedures:

1. All substitute assignments are temporary and the length of time in any given assignment may be adjusted either upward or downward depending upon the performance of the substitute and/or specific needs of the administrative base where the substitute is assigned.
2. For absences of less than a week, substitutes will be provided for classroom teachers only, unless otherwise requested by the building principal.
3. Responsibilities
 - a. Each substitute teacher shall keep a record of attendance and follow the lesson plans provided by the teacher.
 - b. Each substitute teacher shall summarize in writing the materials covered during the absence of the regularly assigned teacher. These materials should be more comprehensive if the teaching assignment is an extended one.
 - c. Each substitute teacher shall keep the substitute placement and absence management program informed of his or her availability. How to interact with the automated system is demonstrated at each substitute teacher orientation.
 - d. Each substitute teacher shall qualify for, or have on file, regular, substitute, or emergency teaching license, prior to being eligible for assignment as a substitute teacher.
 - e. Each substitute teacher shall report to the office of the principal or the department coordinator immediately upon arrival at the substitute's assigned building.
 - f. If requested by the principal, each substitute teacher shall, during the period of the substitute assignment, attend all meetings required of regularly assigned teachers.
 - g. Principals are encouraged to exclude substitute teachers from supplemental assignments for which the regular teacher receives a supplemental salary. However, substitute teachers may be required to assume the supplemental assignment duties of the regular classroom teacher for a period not to exceed the first five days on a given substitute assignment. No regularly assigned substitute teacher shall receive extra pay for assuming supplemental duties. During the five-day period, principals shall arrange for a regularly assigned staff member to assume the responsibilities of the supplemental assignment no later than the sixth day.
 - h. Each Substitute will meet minimum requirements as set forth by Human Resources to include but not limited to:
 - i. Following Teacher Dress Code Standards
 - ii. Serving a set number of days as defined by Human Resources
 - iii. Minimizing cancelled jobs once accepted on the substitute placement and absence management program
 - iv. Maintaining positive substitute evaluations from the assigned buildings

4. Rights and Privileges

- a. Any evaluation of a substitute teacher shall be openly obtained. Principals are encouraged to hold a conference with any substitute teacher evaluated as less than satisfactory prior to the time the evaluation is submitted to Human Resources.
- b. Evaluations placed in a substitute's personnel file may be reviewed by the substitute. A rebuttal may be attached to any evaluation filed.
- c. Each substitute teacher shall be permitted to participate in professional organizations.
- d. When the substitute placement and absence management program calls a substitute for an assignment, it will endeavor to inform the substitute concerning any unusual duties as reported by the person who requested the substitute. These special instructions may be found at the end of the request.
- e. A policy committee shall be organized by the substitute teachers as a group. This committee shall be appointed by the substitute teacher's organization and shall include at least one substitute teacher from high school, middle school, and elementary school levels. The purpose of the policy committee is to make recommendations to improve services in the Wichita Public Schools. The president of the substitute teacher's organization shall notify the Chief Human Resources Officer of the committee membership at the beginning of each school year.
- f. It is the substitute's responsibility to notify the building principal, or others in charge of the building in the principal's absence, if the substitute teacher does not have available a classroom schedule, a seating chart, and other fundamental information necessary for classroom instruction.
- g. Unless he/she consents, no regularly assigned substitute teacher will be used during his/her daily planning period time to "fill in" for another teacher after the first five days in an assignment. No regularly assigned substitute shall receive extra pay for substituting during his/her daily planning period.

5. Salary

- a. Any assignment shall be considered as at least a half day (4.1667 hours) and shall be paid accordingly.
- b. Substitute teachers shall be notified as soon as possible if the length of their assignment has been changed. If the substitute has not been released and returns to the assignment the following day and the regular teacher has returned, the substitute shall receive a half-day's salary.
- c. A written itemized account of date, assignment, and rate of remuneration shall be presented in writing to any substitute making a reasonable written request regarding his/her remuneration.
- d. Any change in the daily rate of pay of a substitute teacher shall be explained to the substitute teacher.
- e. Any errors made on a substitute's payroll check shall be corrected not later than the payday of the following pay period. However, significant errors will be corrected immediately upon return of the check in error.
- f. Salary to be paid substitute teachers will be based on the following daily rate for the first 10 days of an assignment:
 - Bachelor's Degree: \$99.00
 - Master's Degree: \$102.00

- g. On the eleventh consecutive day in one assignment, the daily rate of a substitute teacher will be increased to \$139.00 per day for a Bachelor's Degree and to \$147.00 for a Master's Degree. If, however, the substitute teacher is a KPERS retiree, the salary paid to KPERS retiree shall equal the listed salary minus the surcharge that the District is required to pay for such employee. This surcharge is subject to adjustment by KPERS. Any exception to the eleventh day rule concerning the payment of the long-term rate must be approved by the Chief Human Resources Officer.
 - h. After 11 days on the same assignment, a substitute may be absent from the assignment for a limited period for serious and urgent individual or family problems, the adoption of a child, emergency situations, personal illness, or legal demands which cannot be attended to at any time other than during the school day without a reduction in salary rate upon return to the same assignment. No payment will be made for the day(s) absent from the assignment. Such return without a reduction in rate shall be subject to the written recommendation of the principal and submitted to Payroll Department.
 - i. Substitute teachers will be paid the long-term rate of pay if the substitute is hired in a vacant position at the beginning of the school year and continues in that position for at least one semester.
 - j. The minimum daily rate paid to substitute teachers will be the amount scheduled for Bachelor's Degree substitute teachers.
6. Assignment Review
- a. Each substitute, upon completion of an assignment, shall complete/submit feedback for the teacher. Feedback shall indicate if instructional plans, seating charts where appropriate, roll of pupils, and instructional materials were in such condition that the substitute had direction in his/her work.
7. Property Damage
- a. When arising out of and in the course of employment, a substitute's clothing, or personal effects worn by the substitute, is damaged or destroyed as a result of a physical attack or willful malice, and when substitute has used reasonable judgment, the Board shall reimburse the substitute for the cost of the repair or reasonable value thereof in an amount not to exceed \$1200.
 - b. When arising out of and in the course of his/her employment a substitute's personal property, brought to the classroom setting as a teaching aid for the curriculum being taught, is damaged or destroyed as a result of willful malice and when the substitute has used reasonable judgment, the Board shall reimburse the substitute for the cost of the repair or reasonable value thereof, whichever is less, in an amount not to exceed \$1200 per each occurrence.
 - c. The protections provided by a and b above do not cover accidental damage, theft, or mysterious disappearance.
8. Mileage Compensation
- a. Any substitute teacher who is required to drive his/her own automobile while working in an assignment for which mileage is paid will be compensated at a rate per mile established annually by the school district. Such reimbursement shall be paid: (1) at the end of each quarter as follows - end of August, November, February, and May; and (2) in a manner consistent with other procedures established by Financial Services.
 - b. A Quarterly Mileage Log book must be completed as mileage is incurred and submitted at the end of each quarter and within two weeks of each quarter to the Substitute

Teachers' Office. These log books can be obtained from any school office.

9. The selection and assignments of substitutes will be given without regard to their handicap or disability providing the individual can do the essential job function with reasonable accommodations.

Administrative Responsibility: Human Resources

Latest Revision Date: July 2013

Previous Revision Date: August 2012 P4215

Reference: *Substitute Teacher Handbook*

Updated administratively for alignment purposes: August 2015