

Substitutes - Employment

Certified

The Bigfork Public Schools authorize the employment of a qualified substitute in the absence of a regularly employed staff member. Employment of substitutes will be authorized only where applications are on file and payroll authorization forms are complete. The district will not engage substitutes for its administrators without the specific approval of the superintendent. In addition, the district may engage a person in substitute status in lieu of a regularly-contracted staff member when:

- (1) Enrollment uncertainties exist at the beginning of a school year; and
- (2) Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either of the latter two occasions, the district shall employ a contracted staff person within a reasonable time, but in no case shall this exceed 30 work days.

The superintendent shall be responsible for establishing procedures by which teachers within the district request substitutes and by which substitute teachers shall be employed, assigned and compensated. In every instance, the principal or other supervisor shall be a full partner in any such procedure.

The district does not require a certificate to be in force for short-term substitutes, although education and/or a combination of education and practical experience in the area(s) of the teaching responsibility are generally expected.

Substitute applicants must complete the district substitute packet, have their references verified, and be interviewed by the superintendent or a building principal before their name is placed on the district substitute list.

Classified

The district authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties. The superintendent shall establish procedures relating to the use of substitute classified staff.

General

All substitutes are intermittent, on-call employees only. Deductions for social security and, in the case of teachers, for the Teachers Retirement Systems are made from the wages earned. Substitute employees will be paid on or about the standard pay day of the month following any work in the month preceding. Advances are not possible. Intermittent employees are not eligible to participate in the district's health, dental, life or other group insurances.