

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53
Burnham- Detroit – Pittsfield**

Substitute Professional Staff Employment

It will be the responsibility of the principal or his/her designee to assign a substitute to fill any vacancy caused by the temporary absence of a regular staff member. The substitute teacher shall be selected from a list of approved substitutes furnished by the superintendent's office.

In the filling of these temporary vacancies, an effort shall be made to secure substitutes who have full certification, or, at least, training or experience at the grade level or in the subject specialization of the teacher who is absent. Except in an emergency situation, every attempt will be made to employ fully certified substitutes to classes whose regular teachers are on long-term leaves of absence.

Principals shall attempt to maintain as much continuity as possible by engaging one substitute for the full period of a teacher absence.

Approved substitute teachers shall be paid at a per diem rate established by the Board of Directors.

Legal Reference: 20-A M.R.S.A. § 13402(3)
Chapter 115 § 43 12 (Maine Department of Education Rules)

Amended: October 10, 1995

Amended: May 2, 2005

Amended: May 15, 2008