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### **ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES**

The administration will make every effort to hire the most qualified individuals as substitute teachers and educational technicians. Substitutes shall be paid a competitive daily rate of pay established by the Superintendent, posted, and shared annually with the School Board.

The Superintendent shall maintain a list of qualified substitutes who may be called on to replace regular teachers. The district will follow applicable state regulations in the selection and employment of substitutes. Principals will require procedures of all teachers to assure that the work of substitutes is as effective as possible.

Every effort will be made to appoint a certified teacher, qualified to replace the teacher for long term substituting, except in emergencies. Should a substitute who is not a certified teacher or is not certified in the appropriate area work more than 10 consecutive days for the same teacher, the substitute will be paid the established daily substitute rate or an alternative rate approved by the Superintendent.