

SUBSTITUTE TEACHERS AND EDUCATIONAL SPECIALISTS

The Board recognizes that substitute personnel perform an important role in supporting continuity of student learning in the event of absence, resignation inability to employ, or termination of a regularly employed certified employee. It is the Board's desire to employ appropriately certified persons, if available, for substitute teacher teaching and educational specialist positions.

A certified teacher or educational specialist may serve as a substitute with no time limit, provided that his/her teaching certificate bears an endorsement for the grade and subject being taught, or his/her educational specialist certificate is appropriate to the employment.

The Superintendent may request as waiver from the Commissioner if finding candidates that meet the eligibility criteria is difficult.

Any substitute serving on a short-term basis (less than six consecutive weeks) in any teaching assignment must have at least a high school diploma. The Board may approve more stringent standards at its discretion.

All applicants for substitute teaching positions must obtain a Criminal Background Check approval, based on fingerprinting, in accordance with Maine Department of Education rules and processes before they are assigned to a school.

The Superintendent will be responsible for recommending to the Board, for its approval, minimum education standards for substitute teachers, and schedule of compensation for both long-term and short-term substitute teachers and educational specialists. Short-term substitutes receive the contract amount the board sets for each year. Long-term certified teachers will be compensated at the state base level rate.

Substitute compensation will be reviewed as recommended by the Superintendent or upon request of the Board.

Legal Reference: 20-A MRSA §§ 13001-A; 13402(3)
26 MRSA 26 MRSA §664
Dept. of Educ. Rule Ch. 115(9)

Adopted: December 11, 1995
Revised: June 10, 1998; November 1, 2022

