

## **BLUFFVIEW MONTESSORI SCHOOL POLICY 408 SUBSTITUTE TEACHERS DRAFT**

### **I. PURPOSE**

It is the intent of Bluffview Montessori School (BMS) to employ qualified substitutes and to provide fair compensation in those instances when a regular teacher is not available.

### **II. GENERAL STATEMENT OF POLICY**

BMS will maintain a list of licensed teachers who are available to work as substitute teachers. Whenever a substitute teacher is needed, administration will prioritize the assignment of substitute teachers in accordance with this policy.

### **III. GUIDELINES**

#### **A. DEFINITIONS**

- 1. Long-call substitute teacher:** A long-call substitute teacher is one who replaces the same teacher for 16 or more consecutive school days.
- 2. Short-call substitute teacher:** A short-call substitute teacher is one who teaches on a day-to-day basis that does not exceed 15 consecutive school days replacing the same teacher.
- 3. General education teacher:** A general education classroom at BMS is considered to be the lead teachers in Children's House, E1, E2, and Erdkinder.
- 4. Specialist teacher:** Specialist teachers are considered to be Art, Physical Education, and Vocal Music instructors.

#### **B. PROCEDURE FOR FILLING SHORT-CALL ASSIGNMENT VACANCIES**

- 1. Appropriately licensed substitute teachers will be hired to fill teacher vacancies.**
- 2. If a general education classroom teacher is absent and a sub cannot be found, admin will assign a licensed staff member to fill the vacancy as appropriate.**
- 3. If a specialist classroom teacher is absent and a sub cannot be found, there are two options:**

- a. A general education classroom teacher may use the specialist classroom and substitute plans to deliver the prescribed curriculum to their students if they choose to do so.
  - b. admin may cancel that specialist student contact time for that day.
4. If a SPED/Title/ADSIIS teacher is absent and a sub cannot be found, admin will cancel that day's student sessions.
5. If an Erdkinder general education teacher is absent and a sub cannot be found, the remaining Erdkinder teachers will divide the delivery of the absent teacher's lessons between their prep times.

#### **IV. COMPENSATION**

##### **A. Short-call Substitute Teachers**

1. Substitute teachers shall be paid at the rate approved in the salary schedule.
2. Substitute teachers working less than a full day shall be paid for no less than four hours totaling 240 minutes.
3. Substitute teachers are not eligible for benefits.
4. Substitute teachers are not paid for emergency closings.
5. Substitute teachers are not compensated for attendance at workshops unless the Head of School specifically mandates their attendance.

##### **B. Long-call Substitute Teachers**

1. A long-call substitute is paid the same rate as a short-call substitute until the beginning of the 25<sup>th</sup> day of a single assignment.
2. On the 25<sup>th</sup> day, the substitute teacher shall be paid commensurate with training and experience per the established salary schedule. Long call substitutes shall be placed at step 1 of the salary schedule at the lane corresponding to their education and training.
3. The minimum teaching day of a full-time, long-call substitute teacher shall be eight hours. In addition to the minimum teaching day, long-call substitute teachers shall assume non-teaching duties as assigned for the operation of the school.
4. Long-call substitute teachers shall be compensated for emergency closings called by the Head of School. In the event a make-up day is established within the parameters of the long-call assignment, the long-call substitute teacher would be expected to work the make-up day without additional compensation.

##### **C. Classroom Assistants as Short-Call Substitute Teachers**

A classroom assistant holding a valid Minnesota substitute teaching license will be compensated the lesser of \$35 or the daily salary rate of a 1<sup>st</sup> year BA/BS +I teacher as specified on the BMS salary schedule, when subbing for the lead teacher in the same classroom.

#### **D. General Education Teachers That Substitute Teach for Specialist Classes**

Appropriately licensed faculty who function as the substitute or fill-in teacher above will be paid their regular pay, plus the substitute teacher hourly rate for the time spent subbing. This may not interfere with the teacher's regular assigned teaching times.

#### **E. General Education Erdkinder Teachers That Substitute For Another Erdkinder Teacher**

Erdkinder teachers who forego their prep time in order to function as the substitute teacher for another Erdkinder teacher that is absent will be paid their regular pay, plus the substitute teacher hourly rate for the time spent subbing. This may not interfere with the teacher's regularly assigned teaching times.

### **V. QUALIFICATIONS**

- A.** A short-call substitute teacher must hold a Minnesota teaching license that is valid for full-time employment or a Minnesota short-call substitute license. These licenses are valid for functioning as a short-call teacher at all grade levels and in all fields.
- B.** A long-call substitute teacher shall hold a full-time Minnesota teaching license that is valid for the assignment.

### **VI. SUBSTITUTE TEACHER RESPONSIBILITIES**

- A.** Substitute teachers must file copies of their credentials with administration.
- B.** Substitute teachers must assume all responsibilities of the regular classroom teachers by
  - 1. Working in accordance with the assistant to oversee and supervise the students' learning activities.
  - 2. Following time schedules.
  - 3. Performing school-related duties as scheduled or required.
  - 4. Being familiar with safety procedures of the building.

#### ***Legal References:***

Minnesota Statute 124D.10, subd 11, Charter Schools  
<http://education.state.mn.us/html/010617.htm>