

## Substitute Professional Staff

The Administrative Director will have the authority to employ substitute teachers as may be necessary to take the place of teachers who are temporarily absent. When a substitute is needed in the school, the Administrative Director or designee will make the arrangements.

A person who serves as a substitute teacher must have the certification required by the state of Wyoming. Substitutes will be assigned on the basis of the teacher's area of competence. All substitutes will be expected to provide educational services rather than serve in a mere pupil supervisory role and, to that end, will be provided with as much support as possible by building administrators and teachers.

Substitute teachers will be paid at the hourly rate set by the Board. Continuing work in the assignment or for the majority of the summer term will be compensated for at the daily rate computed for a teacher on the base step of the salary schedule for substitute teachers with a current certified teaching certificate and at 1 ½ times the hourly rate for staff with a substitute certificate.

5008

Revised 4-23-03  
Revised 9-23-09  
Revised 5-25-11  
Revised 4-24-13  
Revised 7-24-13  
Reviewed 7-26-17  
Reviewed 01-25-23