

Holbrook Public Schools

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Certified substitute teachers will be employed whenever possible when a teacher is absent. Substitutes will be secured and assigned in the following order of priority:

- A. Teacher certified for the position.
- B. Certified teacher, but not in the discipline or for the level.
- C. College graduate.
- D. College senior majoring in Education.
- E. Adults with two or more years of college.
- F. Adults with high school diplomas.

The Rates of Pay for substitutes will be according to the three classifications listed below and the School Committee shall from time to time set the rates of pay for each classification and inform the Business Office, Building Administrators, and the Town Accountant regarding said rates.

Level I

Non-certified/Non-degree	\$50.00 per day (no limit on days)
Ineligible for long-term or permanent assignment	

Level II

College Degree/non-certified & College Seniors Majoring in Education	\$75.00 per day
Long-term	\$85.00 per day

Level III

College Degree/Certified	\$85.00 per day
Long-term	\$100.00 per day – up to B1
Permanent Substitute	Negotiated track & step per teachers' contract

If a substitute's assignment become thirty (30) or more consecutive days, the substitute will be compensated at the per diem rate of a long-term substitute retroactive to the first day of employment **in that assignment.**

Long term substitutes will be employed and compensated at a higher rate of pay when the assignment is know to be thirty (30) or more consecutive days.

Revised: February 9, 2000, December 5, 2007, September 21, 2011