

DOVER SCHOOL DISTRICT	POLICY CODE: GCG
DATE OF ADOPTION: DECEMBER 13, 2021	PAGE 1 OF 1

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT (Substitute Teachers)

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the person for calling substitutes or maintaining the substitute placement online program.

Insofar as possible, teachers on the substitute list will be called for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the school district except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide them with a planned program.

The approved rate for substitute pay is \$80 per day. Effective January 1, 2022, certified substitutes holding a current New Hampshire teaching certificate will be paid \$100 per day. Substitutes for paraprofessional positions will be paid \$75 per day. Substitutes holding a current New Hampshire teaching certificate will be paid the current daily rate for a teacher with a bachelor's degree on step 1 of the DTU salary schedule if they work for 20 or more consecutive days, which will be retroactive to the first day of the long-term assignment. Effective 11/9/2020 long-term substitutes for our licensed industry professionals in the Career Technical Center positions will be paid \$125 per day. Effective 8/24/2020 Substitutes for Registered Nurse positions will be paid \$175 per day. Under extenuating circumstances, the Superintendent, may authorize additional compensation for certain long-term assignments.

Effective January 1, 2022, the following program will be implemented to incentivize continued engagement among substitutes working within the District:

- a. \$150 for any substitute who works 12 days in any month
- b. \$500 for any substitute who works 50 days by January 1st
- c. \$750 for any substitute who works 75 days from January 1st through June 15th.
- d. District paid breakfast and lunch.

The Superintendent or designee shall conduct a thorough investigation into the past employment history, and other applicable background of any person considered for employment with the District. This investigation shall be completed in accordance with Policy GB CD prior to making an offer of employment.

Statutory/Regulatory/Policy Cross References

RSA 189:13-a

Policy GB CD

Policy History

Adopted: April 9, 2012

Revised: January 11, 2021

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