

SERIES 500 – PERSONNEL

Professional Staff Policies – 530

Substitute Teachers (532)

Basic Function

It shall be the basic function of a substitute teacher in the Norwalk-Ontario-Wilton School District to:

- Perform duties as assigned by the Building Principal or designee.
- Maintain the instructional program in each classroom where assigned.
- Cooperate with other staff members in the daily operational affairs of the classroom and school.

Qualifications

- Current DPI license as a teacher in any content area or grade level.
- Current DPI license of a substitute teacher.

Appointment

- Short-term substitutes will be called by the Principal or designee on a day to day basis.
- A substitute is considered long-term after they have substituted in the same positions for more than ten consecutive days. After twenty consecutive days of substituting, the long-term substitute must have a DPI teaching license. They will be hired by administration.

Payment

- The Norwalk-Ontario-Wilton Board of Education will review its payment for substitute teachers at the request of the District Administrator. Wages for substitute teachers will be set by the Board of Education at a legally posted meeting.
- Long-term substitutes will be paid the established daily rate for substitute teaching for the first ten (10) consecutive days that they substitute. Starting with the eleventh (11th) day, the long term substitute will be paid their daily rate from the teacher salary schedule.
- Substitute teachers will be paid on the 5th and 20th of each month.

Physical Demands

Standing, Sitting, walking, speaking, hearing and manual dexterity for writing to carry out essential job functions.

The Norwalk-Ontario-Wilton School District prohibits discrimination in employment on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

Approved: 10/16/06