

SUBSTITUTE TEACHERS

Substitute teachers may serve on a day-to-day basis to fill short-term classroom teaching or instructional vacancies caused by the absence, resignation, inability to employ or termination of a certified teacher or educational specialist.

It will be the responsibility of the principal/designee to obtain a substitute from a list of approved substitutes to fill a vacancy caused by the temporary absence of a professional staff member. In filling temporary vacancies, whenever practicable, preference will be given to persons who are certified and/or have training or experience at the grade level or subject of the staff member who is absent.

Qualifications

- A. All substitute teachers shall be approved by the Maine Department of Education.
- B. Certified teachers may substitute outside the scope of their certification for not more than 90 teaching days in any one teaching assignment.
- C. Persons having two or more years of college preparation may serve as substitute teachers for not more than 60 teaching days in any one teaching assignment.
- D. Only in cases of emergency may a person with less than two years of college preparation who has graduated from high school serve as a substitute teacher. Such assignment shall not exceed 10 teaching days in any one teaching assignment and may not exceed a total of 60 teaching days per year as a substitute teacher.

Long-Term Substitutes

- A. After 20 consecutive days a long-term substitute with Maine teacher certification will receive per diem of the base salary.
- B. After 20 consecutive days a long-term substitute without Maine teacher certification will receive \$125.00 per day.
- C. Exceptions in compensation may be made at the discretion of the Superintendent.

Legal Reference: 20-A M..R.S.A. § 13401 (3)
Chapter 115, Part 1 § 12 (Maine Department of Education Rules)

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