

PERSONNEL

Substitutes and Student Teachers/Interns

Under certain circumstances, individuals other than the District-employed teaching staff may be providing instruction to students in a classroom setting. The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The District shall arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute. All substitute teachers will be required to undergo fingerprint and background checks prior to being placed in a classroom. The Board establishes a daily rate of pay for substitute teachers. No fringe benefits are given to substitute teachers.

Substitutes for classified positions will be paid by the hour. When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

The District shall make an effort to cooperate with accredited institutions of higher learning in the education of student teachers and other professionals in training (such as interns) by providing a reasonable number of classroom and other real life situations each year. The District and the respective training institutions shall enter into mutually satisfactory agreements whereby the rules, regulations and guidelines of the practical experiences shall be established.

The Superintendent shall coordinate all requests from cooperating institutions for placement with building principals so that excessive concentrations of student teachers and interns shall be avoided.

References:	10.55.707, ARM	Teacher and Specialist Licensure
	10.55.716, ARM	Substitutes
	§20-4-101, MCA	System and definitions of teacher and specialist certification – student teacher exception

Cross References:

Policy History:

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Revised on:

Reviewed on: