

## PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

### Substitute Teachers:

Only persons on the list approved by the Superintendent and School Board shall be used as substitute teachers.

Substitute teachers are paid on a per diem rate set by the School Board. Substitutes must have at least a high school diploma or a GED credential.

Rate of pay for substitute teachers is based on the following classifications: high school diploma (\$60.00); two years of college/60 semester hours (\$65.00); B.A. or B.S. Degree (\$70.00).

A substitute teacher, holding a valid Virginia teaching license and teaching in an area for which he/she is specifically endorsed, shall be compensated at the per diem rate of \$150.00. An expired license shall not be considered a valid license.

Any substitute teacher with a bachelor's degree who substitutes twenty (20) full days in the same assignment, upon the 21<sup>st</sup> day will be compensated at the daily rate of \$150.00 for the remainder of the long-term substitute assignment.

Any substitute teacher with less than a bachelor's degree who substitutes twenty (20) full days in the same assignment, upon the 21<sup>st</sup> day will receive their regular rate of pay plus one-half the difference between their regular rate and \$150.00 for the remainder of the long-term substitute assignment.

A substitute teacher shall earn one (1) sick leave day for each 20 days worked in a specific assignment, unless otherwise approved, in advance of beginning the substitute assignment, by the Superintendent. Such accrued sick leave is unpaid and may not be carried forward to future long-term substitute assignments.

### Substitute Bus Drivers:

Only qualified persons on the list approved by the superintendent and School Board shall be used as substitute bus drivers. To qualify, persons must pass a written test and on-the-road training and have a good moral reputation. Substitute bus drivers must be 23 years of age. Substitute bus drivers are paid on a per trip rate or daily rate as set by the School Board.

Adopted: November 7, 2000

Revised: December 2, 2003; January 25, 2012; June 25, 2012; September 4, 2012;  
February 5, 2013; August 2, 2016