

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: GCG

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Compensation for substitute teachers shall be uniform throughout the district. The daily rate shall be set by the Board. The daily rate shall apply when the substitute's work in the same teaching position runs less than ten (10) consecutive school days. If the expected absence of a teacher will exceed forty-five (45) days a qualified certified teacher shall be hired as a substitute if one is available, and shall be compensated at the base pay on the district salary schedule.

A non-certified substitute teacher continuing work in the same assignment beginning the eleventh (11th) day, shall be compensated at the rate of 70% of the base pay on the district salary schedule for certified teachers. Substitute teachers shall be eligible to receive one (1) day of unpaid leave for each twelve (12) consecutive days of employment in the same position.

A person who serves as a substitute teacher must have such certification as required by the state. Candidates for substitute teaching assignments will therefore be interviewed and selected in accordance with regular hiring procedures. When a substitute teacher is needed in one of the district schools, the principal of the school will make the arrangements, selecting the substitute from a list provided by the superintendent.

Persons substituting in industrial arts or agricultural classes within the district shall prohibit students from using power machinery. The substitute shall in some way completely deactivate all power tools so that no student can, when not being particularly observed, start up said machinery without the knowledge of the substitute.

Portions adopted: 9/25/75, 5/12/77
Revised: 7/18/90

LEGAL REF.: Wyoming Education Policies Reference Manual, Code GCE