

**MEDWAY SCHOOL BOARD POLICY
SUBSTITUTE and TUTOR PAY**

- A. The School Board believes strongly that substitute teaching is an extremely important function with the system, and that every effort should be made to use the most qualified and highly trained people, any time there is need for the use of a substitute.
- B. The Superintendent may request as waiver from the Commissioner if finding candidates that meet the eligibility criteria is difficult.
- C. Any substitute serving on a short-term basis (less than six consecutive weeks) in any teaching assignment must have at least a high school diploma. The Board may approve more stringent standards at its discretion.
- D. All applicants for substitute teaching positions must obtain a Criminal Background Check approval, based on fingerprinting, in accordance with Maine Department of Education rules and processes before they are assigned to a school.
- E. While the School Board recognizes the hiring of substitutes as an administrative function, it reserves the right to review substitute lists and procedures at any time.

1. Substitute teachers will be paid as follows:

- a) High school diploma \$80.00 /day
- b) Two years of college \$85.00 /day
- c) 4 year Degree \$90.00 /day
- d) Certified Teacher \$95.00 /day
- e) Long Term Sub with teacher certification:
 - (1) After 10 consecutive working days the individual will receive \$105.00 /day.
 - (2) After 20 consecutive working days the individual will receive \$115.00 /day.
 - (3) After 30 consecutive working days, the daily individual rate will be prorated based on \$30,000 for a 180 day year
- f) Long term Sub non-certified teacher with 2 or more years of college
 - (1) After 10 consecutive working days the individual will receive \$95.00 /day.
 - (2) After 20 consecutive working days the individual will receive \$100.00 /day.
 - (3) After 30 consecutive working days the individual will receive \$105.00 /day.

2. When it is not known in advance the position will require a long-term substitute, but subsequently the time extends beyond 10 consecutive working days for the

same person, the substitute, on the 11th day will be compensated at the long-term substitute rate.

3. The substitute educational technicians will be paid as follows:
 - a) \$11.00 /hour
 4. The custodial substitutes will be paid as follows:
 - a) \$11.00 /hour
 5. The substitute cooks will be paid as follows:
 - a) \$11.00 /hour
 6. The substitute secretary will be paid as follows:
 - a) \$11.00 /hour
 7. The substitute nurse will be paid as follows:

\$40/ day for 1.5 hours
 8. Tutors will be paid as follows:

a)	With a degree	\$15.00	/hour
b)	Without a degree	\$11.00	/hour
 9. Beginning in the summer of 2019, effective June 17, 2019 summer school tutors will be paid as follows:
 - a) \$12.40/ hour
- F. All teacher substitutes will be paid at full day or ½ day rates. Any day over 3.5 hours will be paid at the full day rate. Any day less than 3.5 hours will be paid at the ½ day rate.

Legal Reference: 20-A MRSA §§ 13001-A; 13402(3)
26 MRSA 26 MRSA §664
Dept. of Educ. Rule Ch. 115(9)

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