

SUBSTITUTE TEACHER GUIDELINES

R-534

All substitute teacher applicants must apply on the Wisconsin Education Career Access Network (WECAN).

1. Only individuals holding a current Wisconsin regular or substitute (five-year long-term or three-year short term) teacher license will be engaged for work as a substitute teacher.

Individuals with an accredited associate degree or higher in an area other than a state approved educator preparation program, may apply for district sponsorship for a three year short-term substitute license. Upon acceptance for sponsorship, completion of a substitute teacher preparatory program, and application for their short-term sub license, the individual will be added to the substitute teacher pool. After subbing for a minimum of five days in the district, the individual is eligible for reimbursement of their substitute teacher preparatory program registration fee.

2. All substitute teachers shall include their current Wisconsin teaching license with their initial application for employment as a substitute teacher, shall keep their license current, and submit a copy of all subsequent license renewals to the district designee.
3. Substitute teachers will observe the hours for the regular school session teachers, or as otherwise directed by the administration.
4. Substitute teachers should keep up to date professionally, and be familiar with and aid in the enforcement of all rules and regulations governing teachers.
5. Substitute teachers will follow the plans of the regular teacher, keep up the records, make required statistical reports, leave the room in "good housekeeping" order, leave no ungraded papers, and leave an outline of the work done.
6. A substitute teacher is eligible for a pay increase after 50 days of substitute teaching in the district.

7. A long-term substitute is anyone who teaches over 20 consecutive days in the same position. Long-term substitutes will be paid the same salary as a teacher on the regular teacher's salary schedule beginning on the 21st day at the new teacher rate-of-pay. In the event that the long-term substitute assignment is extended into the next school year (in the same position), the 20 day waiting period will be waived. A long-term substitute who has met the 20 day threshold in a previous long-term substitute position and becomes re-employed for another long-term substitute position will have the 20-day waiting period waived.

In cases where qualified substitutes cannot be obtained, the principal shall have the latitude to manage the situation which would best provide for the students' program, health and safety. This could include reassignment of classes on a day-to-day or class hour basis.

In-service days (when the content is relevant to the job responsibilities of the sub) and parent-teacher conferences may be counted for long-term substitutes upon the approval of the building principal.

Approved: 07/05/05

Amended: 03/22/21