

## **544 - PART-TIME AND SUBSTITUTE PROFESSIONAL JOB DESCRIPTION**

All persons utilized by the School District of Auburndale as substitutes for the certified teaching staff must be properly certified. Background checks will be conducted prior to employment. All substitutes will adhere to School District policies, guidelines and teacher handbooks.

All substitute teachers are to have an acceptable application on file with the District Administrator prior to the first day of teaching.

Substitute teachers are not subject to statutory non-renewal provisions.

### **HUMAN RELATIONS SKILLS:**

- Maintain a positive attitude and style that contributes to the overall public relations of the District
- Able to be flexible and work with interruptions in a positive manner and in an environment with a number of staff, students, and parents/guardians often present
- Able to maintain self-control under stressful situations and workload pressures without exhibiting negative behaviors (e.g., loss of temper, rudeness, use of foul language, etc.)
- Able to use logical reasoning principles to arrive at solutions to work-related problems for which no established procedures exist

### **COMPENSATION:**

- All days, up to ten (10) consecutive days in the same position will be compensated at a set daily rate that will annually be determined by the Auburndale School Board
- Beginning on the eleventh (11th) consecutive day in the same teaching or current position and all consecutive days thereafter, substitute teachers will receive the established daily rate as set by the Auburndale School Board
- Vacation days, school recess days, in-service days, and up to two days per calendar month (not cumulative) for illness or emergency will not constitute a break in consecutive days
- Substitute teachers required by the District Administration to attend in-service will be compensated
- All substitute teachers on file with the District are welcome to attend in-service related activities provided to regular professional staff on a voluntary and non-compensated basis
- Substitute teachers hired for a full teaching day will be compensated at a full day rate even if school is delayed and/or released early
- Substitute teachers hired for half-day teaching will be compensated at half the full day rate set by the Auburndale School Board
- Substitute teacher working days are not cumulative from year to year
- District health insurance, dental insurance, and disability insurance are not available for substitute teachers

- When applicable, Wisconsin Retirement will be paid in accordance with Wis. Stat. 40.22
  - The District will pay the required District's obligation with the substitute teacher responsible to pay their portion
- In the case of a long term substitute teaching assignment of at least 60 days, one sick or emergency day will be granted for every 20 days in the assignment; if allotted, these days must be used anytime during the term of the assignment and will not be retained after completion of the assignment

Adopted: January 25, 2005

Revised: September 28, 2016