

# Gervais School District 1

Code: **GCEA**  
Adopted: 12/20/90  
Revised/Readopted: 12/19/91, 7/15/93,  
04/08/99

## **Substitute Teachers**

### **Substitute Assignments**

Substitute teachers will be assigned by the principal to fill a temporary vacancy caused by absence of a regular teacher. The assignment will be made from an approved list of properly licensed and otherwise qualified teachers. Substitute teachers will be made aware of school rules and regulations necessary in carrying out assignments.

### **Substitute Pay Rate**

Substitute teachers will be paid an amount commensurate with the duties performed. The minimum salary of the substitute teacher shall be based on the statewide average daily salary for beginning teachers who hold bachelor's degrees. The Department of Education shall compute the statewide average daily salary to be used for substitutes each year.

### **Full-day or Half-day Pay**

The district shall set the working hours for a substitute teacher. If a substitute teacher is hired for a half-day or less, the substitute shall be paid a salary of at least one-half of the daily minimum salary. If the substitute teacher is employed for more than one-half day, the substitute shall receive a full day's pay.

### **Long-term Substitute Assignment**

A substitute teacher who is employed for more than 10 consecutive days in any one assignment for the same teacher shall be considered a long-term substitute and shall be paid as follows:

- The first ten (10) days shall be paid at the statewide average daily salary computed by the Department of Education;
- Beginning with the eleventh (11<sup>th</sup>) day and for each day thereafter in the same position, the substitute shall be paid 1/190<sup>th</sup> of the district's base salary for a beginning teacher who holds a bachelor's degree.

### **Licensure and Endorsement Requirements**

Any substitute teacher who is employed more than twenty (20) days in any one assignment for the same teacher must hold the appropriate license(s) and endorsement(s) required of the regular teacher in that assignment. Exceptions must be approved by the Teacher Standards and Practices Commission.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.420](#)

[ORS 342.610](#)

[ORS 342.815](#)

[OAR 581-005-0001](#)

[OAR 584-020-0000 to -0045](#)