

GORE PUBLIC SCHOOLS SUBSTITUTE TEACHER POLICY

The Gore Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. In recognizing that need, the board shall set the minimum hourly wage/daily wage for substitute teacher both certified and non-certified.

Substitute teachers are to be approved by the board. All substitutes will be employed by the school system and paid by the school system.

Non-certified substitute teachers may be employed in the time limit set by OSDE or state law. Substitute teachers who do not hold a valid certificate and who are employed to teach special education for physically handicapped students or mentally retarded students are not subject to these restrictions if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed.

A certified substitute teacher may be employed on a hourly, daily, weekly, monthly or annual basis in accordance with the terms of a written employment contract in the same manner and under the same conditions as regular teachers. Such substitute teachers will be employed pursuant to a temporary employment contract of a "Duration of Need" employment contract.

All substitute teachers are subject to background checks and shall pay the cost to provide such background check before board consideration. REFERENCE: 70 O.S. §6-105

Gore Public Schools shall employ qualified substitutes meeting the required OSDE standards and Oklahoma State Law. Substitutes must have on file current cleared Back Ground Check before offer of employment or the time limit to obtain such clearance as outlined in OSDE Standards and Oklahoma State Law.

Any offer of employment for a substitute position shall be approved by the Gore Board of Education before any offer is valid and shall remain in effect for the school current school year. Substitutes shall be employed either as "Certified" with a current, active OSDE Certified Teacher Certificate or "Non-Certified".

Certified pay shall be \$75.00 per full school day.

Non-certified pay shall be \$65.00 for for a full school.

A proration of the full day pay will be applied to less than 7.5 hours of work.

All pay shall meet minimum hourly wage requirements.

Substitutes shall be informed of the laws governing health insurance option (s) at the time of board approval for any employment offer. Each applicant shall receive and sign a waver stating they are aware that "plan hour" and lunch time.

DAB-1 Substitute Policy Understanding and Waiver

I understand that I am being offered temporary employment on an hourly basis that meets federal/state minimum hourly wage. I am a contracted worker, not a school employee and therefore am not eligible for GPS Board of Ed. Benefits or offerings.

- I have read and understand the Gore Schools Handbook and will abide by all confidentiality procedures and policies of the handbook and Gore School Board of Education Policies.
- I have completed all required documentation and am not subject to any current or past criminal complaints involving a child or young person and have not been convicted of a felony.
- I am not an illegal drug user. I am not under the care of a medical professional for any physical or mental health issues.

A full day of pay will be comprised of 7 hours and 30 minutes of actual work time.

The teacher's scheduled plan time: the substitute may be used for other assignments by administration during the assigned classroom teacher's plan time.

Substitutes will be provided breakfast and lunch if the school cafeteria is serving, free of charge.

Pay scale adopted July 1, 2022

Certified pay shall be \$75.00 per full school day.

Non-certified pay shall be \$65.00 for for a full school.

A proration of the full day pay will be applied to less than 7.5 hours of work.

All pay shall meet minimum state/federal hourly wage requirements.

I acknowledge these requirements and agree to abide by Gore Schools' Policies.

Print Name: _____

Date: _____

Signature: _____