

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The North Middlesex Regional School District will employ as substitute educators and nurses, to the extent possible, persons who meet the requirements for appointments and will assign substitutes on the basis of their areas of competence. When the supply of potential substitutes in a particular area is too limited to meet school needs, there will be active recruitment for substitutes in those areas of need. All substitutes will be expected to provide services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and staff.

The North Middlesex Regional School Committee will set the daily rate of pay for substitute teachers and nurses. There are three different categories of substitute teachers and nurses whom the district will employ:

1. Short term substitute educators and nurses: Substitutes who cover the same assignment 30 days or less and are paid the daily rate.
2. Long term substitute educators and nurses: Substitutes who cover the same assignment for more than 30 days and are paid the daily rate for the first 30 days will then be paid at the lowest unit step (Bachelors Step 1/Masters Step 1) for the remainder of the assignment, provided they are licensed by the Massachusetts Department of Elementary & Secondary Education. Long term substitute educators and nurses who are continuously employed (no more than 30 calendar days between long term assignments) will maintain their compensation even if they change positions.
3. Long term permanent substitute educators and nurses: Substitutes who are hired for a full school year and will be paid at the lowest unit step from the first day of the assignment, provided they are licensed by the Massachusetts Department of Elementary & Secondary Education (excluding nurses). Only long-term permanent substitutes shall be offered benefits.

All long-term substitutes shall be approved by the superintendent.

Source: MASC

APPROVED: January 7, 2019