

**SUBSTITUTE TEACHERS**

The Southwest Technology Center 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 employment of substitute teachers will be based on need at Southwest Technology Center. Pay rates for substitute teachers will be based on required qualifications and determined by the superintendent on a program-by-program basis. The amount should be agreed upon in advance by the substitute teacher and the superintendent.

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

No noncertified, non-degreed substitute teacher shall be employed for a total period of time in excess of 90 days per school year and may not be employed for the same assignment for more than 90 days during a school year.

No substitute teacher with a lapsed or expired certificate shall be employed for a total period of time in excess of 100 days per school year and may not be employed for the same assignment for more than 100 days during a school year.

Availability of certified teachers shall be determined after the school has consulted the State Board of Education and any other resources for filling the vacant position with a certified teacher.

Payment of salary to a substitute shall have no effect on the amount of salary to which the absent, regular teacher is entitled under the applicable leave plan.

A certified substitute teacher may be employed on a 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 shall receive the same compensation as regular teachers, at the same salary level, and will be employed pursuant to a temporary employment contract.

**REFERENCE: 70 O.S. §6-105  
Atty. Gen. Op. No. 80-112 (June 16, 1980)**

**Adopted: January 1994 as policy P-140  
Revised: November 1995**