GORE BOARD OF EDUCATION POLICY

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 Background 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 $55.00 per full school day and $50.00 for non-certified for a full school day based and prorated on an hourly rate of pay meeting minimum hourly wage requirements.

No Substitute shall be employed more that 28 hours in one work week. 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 waiver stating they are aware that “plan hour”, lunch time and passing periods are not part of a substitute’s requirement for time or pay. Each day worked is equal to 5.30 paid hours per day.

Adoption Date: June 24th, 2013
Revision Date(s): 1/28/97, 3/27/00, 8/1/00, 2/20/02, 10/10/2017
Gore Schools’ Substitute Waver

I understand that I am being offered temporary employment on an hourly basis at federal/state minimum hourly wage.

I will not be paid for time I am not required to be actively supervising or engaging in student supervision or instruction. This is time before the first “tardy” or class call to order bell, any meal time, any “planning time” and any time between instructional classes.

A full day will be 5.30 hours of actual work time at federal minimum wage or $50.00 for a 5.30 work hour day. I will be provided two meals free of charge as well. Certified Sub will be $55.00 per day at the same hourly requirement.

I acknowledge these requirements and agree to abide by the Gore Schools Policy DAB-1 Substitute Policy.

Print Name:_____________________________________
Date:__________________________
Signature:_________________________