




## ESSENTIAL FUNCTIONS AND DUTIES

- Support the mission of the Aberdeen Catholic School System: Instilling Catholic values and promoting academic excellence by nurturing mind, body, and soul.
1. On days of inclement weather or other unforeseeable circumstances that shorten a school day, substitute teachers will be paid for the total amount of time they were assigned for that day.
  2. All substitutes will be paid an hourly rate based upon the substitute pay schedule.
  3. Substitute personnel must report to the Principal's office at the beginning of each assignment.
  4. Hours will be 7:45 a.m. – 3:45 p.m., unless otherwise arranged with the Principal.
  5. The substitute should follow the classroom teacher's plan and complete all daily work including correcting of papers. If the substitute's assignment continues, it will be necessary for the substitute to study the general plans of the teacher and prepare plans for the next day similar to those left by the teacher.
  6. Substitute teachers must attend and participate in all school activities and perform all of the duties of the classroom teacher.
  7. Information regarding lesson plans and student progress should be left after the teaching assignment has been completed. This will help the regular teacher to know what has been achieved during the absence.

Revised: January 2008

	Aberdeen Catholic School System
	Substitute Teachers      006.25

006.25      Substitute Teachers

The salary scale for substitute teachers is as follows:

\$100.00 a day for certified \*

\$85.00 a day for non-certified

After 35 consecutive school days in the same assignment which is expected to last one semester or until the end of the school year, appropriate salary for experience and education of substitute, retroactive to the 11<sup>th</sup> consecutive school day.

\* certified staff is defined as possessing a teaching certificate now or in the past

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