

**(Licensed)**

## **Substitute Teachers-AR**

Substitute teachers who are licensed by the State Department of Education are utilized by the District on both a short-and long-term basis as the need arises. The District uses substitute teachers to provide instruction in the classroom when regularly assigned teachers are absent and for teaching positions for which there is no contract teacher.

In the event the need for the assignment exceeds 60 days, the District may offer the substitute teacher a short-term contract. The principal of the school in which the substitute teacher is employed is responsible for recommending the use of short-term contracts when warranted.

1. The District may hire a person who holds an endorsement as a substitute teacher to fill the position of a teacher under contract who is unavailable to teach. The substitute teacher with an endorsement may substitute in the same classroom for unlimited days.
2. The District may hire, for a period of up to 60 days, a person who holds an endorsement as a substitute teacher to fill a position for which a teacher has not been hired under contract.
  - a. If no teacher has been hired under contract after 60 days, the Superintendent/designee may request authorization from the Department of Education to continue the substitute teacher in the position for an additional 30 days.
  - b. If the substitute teacher is assigned to a special education classroom and the District is unable to hire a licensed special education teacher, the District may request that the Department of Education grant an additional extension.
3. A person desiring an endorsement as a substitute teacher shall meet the standards provided in NAC 391.332 and shall obtain an endorsement from the State Department of Education.
4. The District may hire an emergency substitute teacher who meets the requirements of NAC 391.330 provided that the emergency substitute teacher may not serve as a teacher in one classroom for more than five days in any 20-day period. An emergency substitute teacher may be used only in an occurrence of an unforeseen circumstance which requires immediate action, including any period during which a licensed teacher or substitute teacher is not immediately available.
5. The District will maintain a list of available substitute teachers. Arrangements for substitute teachers will be made through each local school site.
6. Regular substitutes shall be paid at a daily rate established by the Superintendent/designee for each day or major fraction thereof. The District shall pay one-half of that daily rate for one-half day or less. Substitute teachers in any category are not eligible for fringe benefits.

Reference: NAC 391.398, NRS 391.019, NAC 391.332, NAC 391.330, NAC 391.030, Title 34 of NRS, NRS 391.090, NAC 391.036, NAC 391.065.