

1 **Great Falls District School**

2
3 **PERSONNEL**

5314

4
5 Substitutes

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7 The Board authorizes the use of substitute teachers as necessary to replace teachers who are
8 temporarily absent. The District shall arrange for the substitute to work for the absent teacher.
9 Under no condition is a teacher to select or arrange for a substitute.

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11 If the absence of the regular, licensed or authorized teacher continues for more than 35
12 consecutive teaching days, the substitute may be placed under a long-term substitute contract if
13 licensed or the Board shall place a licensed teacher under a long-term substitute contract.
14 Teachers under a long-term substitute contract have the option of health insurance, but no other
15 fringe benefits. If the Board makes a written declaration to the Superintendent of Public
16 Instruction that no licensed teacher is available, the District shall pursue the employment of a
17 teacher authorized under the provisions of Admin. R. Mont. 10.57.107.

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19 A Substitute Teacher for the Great Falls Public Schools is a temporary position assigned on a
20 day-to-day basis and is not long-term employment. Hours, wages and other conditions of
21 employment are established by the Board of Trustees. Except as noted above, no fringe benefits
22 are given to substitute teachers. Employment can be terminated at any time, with or without
23 cause, and with or without notice, at the option of either the District or the substitute.

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25 The Board establishes a rate of pay for substitutes for classified positions. When a classified
26 employee is called upon to substitute for a teacher, the teacher substitute rate shall apply unless
27 the classified rate of pay is higher.

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29 All substitutes will be required to undergo fingerprint and background checks.

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31 Legal Reference:

32 § 20-4-111, MCA Emergency Authorization of Employment
33 10.55.716, ARM Substitute teachers
34 10.57.107, ARM Emergency Authorization of Employment

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36 Policy History:

37 Adopted on:
38 Reviewed on: July 1, 2000
39 Revised on: August 23, 2010
40 Revised on: November 26, 2012
41 Revised on: August 20, 2018