

# Dufur School District 29

Code: **GCEA**  
Adopted: 9/03/96  
Readopted: 12/02/13  
Orig. Code(s): GCEA

## Substitute Teachers

The principal and/or deputy clerk will maintain an active list of qualified substitute teachers. All substitutes shall have filed a valid teaching license with the Columbia Gorge Education Service District office before they will be eligible to teach in the district.

Substitute teachers will be paid an amount commensurate with the duties performed. Pay will not be less than the minimum required by law.

Teachers employed as substitute teachers for more than ten consecutive school days in any one assignment for the same teacher shall not be paid after the tenth day of the assignment less per day than 100 percent of 1/190th of the beginning salary of a teacher with a bachelor's degree (BA column, step 0 of the current salary schedule).

Substitute teachers are not covered by provisions of the Fair Dismissal Law and will have no written contract with the district.

Substitute teachers shall report to the principal upon starting their assignments for a briefing on the responsibilities and again before leaving the building at the end of the substitute period for a final check out.

Substitute teachers are responsible for giving all payroll information to the deputy clerk.

END OF POLICY

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### Legal Reference(s):

[ORS 332.507](#)

[ORS 342.420](#)

[ORS 342.610](#)

[ORS 342.815](#)

[OAR 584-020-0000 to -0045](#)