

Oregon City School District

Code: **GCEA**
Adopted: 10/01
Readopted: 2/11/08
Orig. Code(s): 3260

Substitute Teachers

All substitute teachers shall be retained through the Department of Human Resources.

Substitute teachers shall report to the building principal or designated representative at the beginning of the assignment to obtain general instructions. Substitutes shall conduct class in an orderly fashion and perform all of the regular duties of the teachers for whom they are substituting. Substitutes shall follow, as nearly as possible, lesson plans and classroom procedures prepared by the regular teacher.

Substitute teachers shall follow guidelines and procedures for substitutes as established by the district and/or the building. They shall follow all policies, rules and procedures to which regular teachers are subject.

Salary for Substitute Teachers

Substitute teaching on a day-to-day basis will be paid at a rate determined annually by the Board in accordance with ORS 342.610. A substitute employed for less than a full day will be paid on a pro-rated basis for each class hour taught, except that in no case will the total be less than one-half of the daily rate.

A substitute teacher who is employed in one assignment for more than 10 consecutive school days for the same teacher shall be paid at the base teacher salary rate for that year, in accordance with ORS 342.610(2). When the duration of an assignment is unknown, the substitute will be paid at the daily substitute rate of pay for the first 10 consecutive teaching days; thereafter, the rate of pay shall be the extended substitute rate (the base teacher salary).

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.420](#)

[ORS 342.610](#)

[ORS 342.815](#)

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