

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the principal of each school.

Insofar as possible, the Principal or designee will call teachers on the substitute list for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with appropriate substitute plans.

The School Board shall set a substitute rate of pay which will be subject to periodic review.

All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment. See policy GBCD for Criminal History Records Check information.

**Legal References:**

*RSA 189:13-a, School Employee and Volunteer Background Investigations*