

## Concord School District Policy #461

### Substitutes

Concord School District will maintain a substitute list of qualified individuals to serve as substitutes for Concord schools. All substitute employees must undergo a criminal history records check prior to any employment.

Substitute teachers will be paid based on the guidelines established below and in accordance with the rates set annually by the School Board.

1. **Substitute** – person who is hired to replace a teacher for up to five consecutive school days.
2. **Long-Term Substitute** – person who is hired to replace a teacher after completing five consecutive school days in the same assignment.
3. **Permanent Substitute** – person who is hired to serve as substitute on a regular basis at a particular level (e.g., elementary) or school.

Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

#### Legal Reference

[RSA 189:13-a, School Employee and Volunteer Background Investigations](#)

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