

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

Employment of Substitute Personnel

Maine School Administrative District No. 33 will employ a sufficient number of personnel to successfully deliver its instructional and other programs.

To cover vacancies on a day-to-day basis, the District will maintain a pool of substitutes for various job categories.

All individuals employed in a substitute capacity shall meet the requirements of the Maine Department of Education rules and regulations pertaining to such employment (i.e., criminal records check, fingerprinting, etc.).

Board approved job descriptions will define the parameters by which substitutes will perform their duties.

Assigning and orienting substitutes is an administrative matter handled by the building principal or his/her designee. Assignments must serve the best interest of the school.

Compensation shall be reviewed and determined periodically by the Board of Directors.