

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Part-Time Teachers

Teachers may be employed on a part-time basis. The salary of part-time teachers will bear the same ratio to the first step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers

Each building Principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. Principals may request a substitute not be assigned or re-assigned to their building by notifying the Human Resource Director.

The school district will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including long-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

Other Considerations

The employment and assignment of substitute teachers shall be centralized for the school system. Substitute teachers shall meet requirements of the State and of the school system for persons serving as substitutes. All substitute teachers must have a satisfactory Massachusetts Criminal Offender Information (C.O.R.I.) check prior to being added to the substitute list.

At the end of the first twenty (20) days of service, substitute teachers will be evaluated by Principals in whose schools they have worked. The Superintendent will, on the basis of these evaluations, determine if the substitute is eligible for continued service in Weston.

Adopted: September 20, 2022