

CHERRY HILL PUBLIC SCHOOLS

Cherry Hill, New Jersey

S-37

ADMINISTRATIVE PROCEDURE SUBSTITUTE TEACHER SALARIES

SECTION I

In lieu of an annual salary rate, substitute teachers will be paid in accordance with the following schedule effective 9/1/00.

Effective 9/1/00

- a. Daily rate \$70.00 per day effective 9/1/00 for the first twenty (20) days of substituting in the school year.
- b. Effective 9/1/08, the daily rate for substitute school nurses who meet the New Jersey DOE requirements for substitute shall be \$90.00 per day for the first twenty (20) days of substituting in the school year.
- c. Daily rate \$80.00 per day effective 9/1/08 starting with the 21st day of substituting in the school year.
- d. Effective 9/1/08, the daily rate for substitute school nurses who meet the New Jersey DOE requirements for substitute shall be \$110.00 per day starting with the twenty first (21st) day of substituting in the school year.
- e. Continuing assignment \$85.00 per day effective 9/1/08 starting with the sixth day to 20th day in the same continuous assignment.
- f. Effective 9/1/08, the daily rate for Staff Nurse-Special Circumstances shall be \$120.00 per day.
- g. A retired teacher from the Cherry Hill School District who accepts a long term substitute assignment will be paid a per diem rate equal to Bachelor's Step 1 of the current teacher's salary guide. No benefits will be paid regardless of time in position.
- h. If a substitute worked more than twenty (20) days at the school district the prior school year, the substitute on the first day of work in the new year, would receive the applicable rate indicated in (c or d) above. If a substitute did not work twenty (20) days in the school district the prior school year, the substitute will receive the applicable rate indicated in (a or b) above for the first twenty (20) days of substituting in the new year.

Effective 9/1/01

- a. Daily rate up to \$200.00 per day effective 9/1/01 for substitute teachers hired in a difficult staffing area such as world languages, science, math, etc., (to be determined by the Superintendent and/or his/her designee.) The substitute must be eligible for and in the process of attaining proper New Jersey teacher certification in the specified difficult staffing area.

Effective 9/1/11

- a. A substitute must work a minimum of fifteen (15) days during the school year in order to remain on the district's active substitute list. Failure to meet this prerequisite will require the substitute to go through the application process again. If rehired, the applicant will be responsible for all associated costs with obtaining a substitute certificate and criminal background check.

SECTION II

In accord with NJAAC 6:11-4.7, substitute teachers may not be assigned to serve for more than twenty (20) consecutive days of service in the same position in the school district.

In order to preserve the continuity of instruction, when it is known that a teacher will be absent beyond twenty (20) consecutive days, a certified teacher shall be hired to take the assignment until the regular teacher returns.

When it is deemed to be a possibility that the teacher could be absent beyond twenty (20) consecutive days, then the per diem substitute should be a fully certified teacher who would be hired on a teacher's contract on the 21st day in the assignment until the return of the regular teacher retroactive to the first day of the assignment.

Those teachers hired as replacement teachers shall be placed on the appropriate column and step of the teacher's salary guide based on their educational training and experience.

SECTION III

If a substitute teacher, who is serving for one teacher who is absent, is also assigned during a duty free or lunch period to cover for another teacher, the substitute shall be compensated prorata for the time so spent in the second position according to the rate of 25% of the per diem rate for 45 minutes of coverage. If a substitute teacher is asked to split a class in addition to their assignment for the day, they will receive 25% of their per diem rate per 45 minutes of coverage.

Re: Policy # 4121

Adopted: 9/23/74

Amended: 2/21/77, 11/21/77, 06/18/69, 07/21/80, 01/17/83, 12/17/84, 06/24/85,
02/23/87, 03/21/88, 09/19/99, 06/18/90, 10/15/90, 11/19/90, 5/23/00, 10/23/00, 8/28/01, 4/22/08,
5/24/11