

## Part-time and Substitute Professional Staff Employment

TPCA will maintain an authorized list of substitute personnel. Prior to adding a person's name to the list a background check shall be carried out in accordance with state law. Personnel shall also submit to a set of fingerprints and a notarized form with information about felony or misdemeanor convictions. Persons failing to provide this information shall not be added to the authorized list.

Authorized personnel at the school will contact substitute employees on a temporary emergency basis.

Part-time and substitute teachers shall be compensated at a weekly or daily rate of pay as set forth in TPCA's annual budget.

After a substitute teacher takes over a classroom for three consecutive days, on the fourth day s/he becomes eligible for an additional \$25.00 per day. The substitute is expected to continue to perform all the regular duties of the teacher, i.e., grading papers, continuing lesson preparations, meeting with parents as needed, etc. This additional pay may be rescinded by the Principal should the substitute teacher not perform required duties as expected.

The TPCA Board may elect or negotiate to participate in the substitute teacher pool of the District. Should the Board elect to do so, the compensation of the substitutes shall comply with the policies and procedures of the District.

Approved November 20, 1997

Revised May 11, 2000