

## SUBSTITUTE TEACHERS/LIMITED SERVICE

### Section I: APPROVAL OF SUBSTITUTE TEACHERS/LIMITED SERVICE TEACHERS

All substitute teachers limited service teachers shall be approved in accordance with regulations of the board.

### Section II: SELECTION

When teacher positions for which there are no qualified applicants become vacant during the school year, they may be filled by personnel temporarily assigned to school staff and classified as limited service teachers or substitutes. Personnel employed as substitute or limited service teachers must be college graduates who have met the Jackson Public School eligibility criteria. Such persons may be considered for regular full-time employment for the ensuing contract period if properly certified.

### Section III: SALARY AND METHOD OF PAYMENT FOR SUBSTITUTE TEACHERS/LIMITED SERVICE TEACHERS

The salary of a substitute teacher shall be fifty dollars (\$50.00) for a full day and thirty dollars (\$30.00) for a half day. Salary checks will be delivered directly to the pay location chosen by the substitute teacher on the last work day of the month.

All limited service teachers will be compensated fifty dollars (\$50.00) per day up to and including the twentieth (20<sup>th</sup>) day. On the twenty-first (21<sup>st</sup>) day, if identified as a limited service teacher, the teacher will be paid eighty-five dollars (\$85.00) per day and will be back paid thirty-five (\$35.00) per day for the first twenty (20) days.

Retroactive pay of thirty-five dollars (\$35.00) per day will be paid only to limited service teachers who work a minimum of twenty (20) consecutive days.

Compensation will be at the rate of eighty-five dollars (\$85.00) per diem for limited service teachers regardless of experience, degree, or certificate. Personnel employed on limited service must be selected from the eligibility roster.

### Section IV: PAYROLL DATA

Payrolls are prepared by principals approximately twelve days before the close of each calendar month. Consequently, records for daily service after a monthly payroll has been prepared will appear on the succeeding monthly payroll.

#### Section V: LIMITS OF EMPLOYMENT

A person retired by the Mississippi Public Employee's Retirement System may not substitute or work limited service more than either of the options established by the retirement system. Other teachers may teach as substitutes or serve as limited service teachers as often as opportunities permit.

#### Section VI: HOURS OF INSTRUCTION

Under ordinary circumstances, the elementary and middle school substitute will arrive at 7:30 a.m. and remain until school is dismissed for students. The senior high substitute will arrive at 7:45 a.m. and remain until school is dismissed for students. Limited service teachers will work the hours established by the Board of Trustees for regular classroom teachers.

#### Section VII: CONDITIONS OF LIMITED SERVICE EMPLOYMENT

There are two conditions under which one can be placed on a limited service basis.

1. When a teaching position becomes vacant, the replacement may be employed under a limited service agreement for the remainder of the contract period after fulfilling the requirement of working a minimum of twenty (20) consecutive days.
2. When a vacancy exists and the best qualified applicant does not meet the board's standards for employment on a permanent basis because of certification, or other factors relative to employment, the replacement may be employed under a limited service agreement for the entire period of the contracted teacher's absence.

#### Section VIII: SPECIFIC CREDENTIALS FOR SUBSTITUTE/LIMITED SERVICE TEACHERS

Prior to election the nominee shall provide an official transcript of his/her entire undergraduate education showing date of graduation. Academic preparation of the nominee shall be comprehensive. In the area of general education, this will normally include a total of a least forty-eight (48) semester hours of English,

mathematics, science, fine arts, social studies, speech, and physical education. Standards of the Mississippi Accrediting Commission and of the Southern Association of Colleges and Schools shall be used by principals in considering the educational qualifications of a candidate.

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