

SUBSTITUTE POLICY & SUBSTITUTE PAY RATES

Effective January 1, 2020

POLICY: The Augusta School Department strives to provide the best education for its students. Substitutes perform an important role in the education process. This policy has been established to meet the goals of the Augusta School Department as well as meet the requirements set forth by the Maine Department of Education.

POSITION	EDUCATION/CERTIFICATION REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/ASSIGNMENT
Teacher (Daily)	Certified Teacher <i>(within the scope of certificate)</i>	\$14.00/Hour	7	Unlimited
	Certified Teacher <i>(outside scope of certificate)</i>	\$14.00/Hour	7	90 Days
	2 or More Years of College <i>(60 Credits or more)</i>	\$13.00/Hour	7	60 Days
	High School Graduate <i>(to be used in emergency situations only when a more qualified substitute cannot be found)</i>	\$12.00/ Hour	7	10 Days

POSITION	EDUCATION/CERTIFICATION REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/ASSIGNMENT
CATC Teacher (Daily)	Certified Teacher <i>(within the scope of certificate)</i>	\$14.00/Hour	7	Unlimited
	Certified Teacher <i>(outside scope of certificate)</i>	\$14.00/Hour	7	90 Days
	2 or More Years of College <i>(60 Credits or more)</i>	\$13.00/Hour	7	60 Days
	High School Graduate With Two (2) Years Trade Experience	\$12.00/Hour	7	60 Days

POSITION	EDUCATION/CERTIFICATION REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/ASSIGNMENT
Teacher (Long Term)	2 or More Years of College <i>(60 Credits or more)</i>	\$25.00/Hour	7	As Outlined Above
	<i>The Long Term Teacher Substitute Rate will start on the sixth consecutive day substituting for the same teacher, unless hired initially as a Long Term Substitute.</i>			

POSITION	EDUCATION/CERTIFICATION REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/YEAR
Educational Technician	Ed Tech Authorization	\$12.00/Hour	7	Unlimited
	90 Approved Credits in Education	\$12.00/Hour	7	90 Days
	60 Approved Credits in Education	\$12.00/Hour	7	60 Days
	High School Graduate	\$12.00/Hour	7	10 Days
<i>Individuals filling an educational technician position as a substitute will be paid the educational technician substitute rate, regardless of their education level or certification.</i>				

POSITION	EDUCATION/EXPERIENCE REQUIRED	RATE OF COMPENSATION	MAX HOURS ALLOWED/DAY*	MAX DAYS ALLOWED/YEAR
School Secretary	High School Graduate with Secretarial Experience	\$12.00/Hour	8	Unlimited
Registered Nurse	RN License	\$20.00/Hour	7	Unlimited
Licensed Practical Nurse	LPN License	\$18.50/Hour	7	Unlimited
Food Service Worker	High School Diploma with Food Service Experience	\$12.00/Hour	8	Unlimited
Custodian	High School Diploma	\$12.00/Hour	8	Unlimited

**Prior approval needed to exceed max hours/day. Substitutes exceeding max hours/day without prior approval will not be paid for time over approved max hours.*