

SUBSTITUTE PERSONNEL ADMINISTRATIVE PROCEDURES

1. Function

- A. Substitute personnel may serve on a day-to-day basis in schools to fill short-term vacancies caused by the absence, resignation, inability to employ, or termination of a certified, authorized, or approved employee.
- B. A superintendent who employs a substitute in violation of this Section shall be subject to the penalties of Section 15.3 of this rule.

2. Eligibility: Department Approval

- A. All substitute personnel must hold approval in accordance with the Department of Education within eight weeks of the first day of employment as a substitute. Additional requirements for substitute personnel in positions requiring certification or authorization are specified in parts B and C of this subsection.

B. Substitute Teachers and Educational Specialists

1. Certified Within Certification Area

A certified teacher or educational specialist may serve as a substitute with no time limit, provided that the teaching certificate bears an endorsement for the grade and subject being taught, or the educational specialist certificate is appropriate to the employment.

2. Certified Outside Certification Area

Certified teachers may substitute outside the scope of their certificates for no more than 90 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend this 90-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions to an extension of the 90-day limitation, such as appropriate training for the substitute teacher.

3. Individuals with Two or More Years of College

Individuals with two or more years of college may serve as substitute teachers for no more than 60 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend this 60-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions to an extension of the 60-day limitation, such as appropriate training for the substitute teacher.

4. High School Graduates

- (a) Career and Technical Education Centers and Regions: A high school graduate with two or more years of trade experience in the subject being

taught may serve for no more than 60 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend this 60-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions to an extension of the 60-day limitation, such as appropriate training for the substitute teacher.

- (b) All Other Schools: A high school graduate may serve as a substitute teacher in emergency situations for no more than 10 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend this 10-day limitation only upon a determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions on an extension of the 10-day limitation, such as appropriate training for the substitute teacher. A high school graduate may not exceed a total of 60 teaching days as a substitute teacher in any school year in any one school unit.

C. Substitute Educational Technicians

Whenever possible a substitute educational technician should hold the same level of authorization as the position for which a substitute educational technician is needed. When this is not possible, the following conditions apply:

1. A teacher, educational specialist, or administrator who is currently certified in Maine may serve as a substitute Educational Technician I, II, or III with no time limit;
2. An individual with 90 credits of approved study in an educationally related field or three years of paid applied employment in a career and technical education setting may serve as a substitute Educational Technician I, II, or III for no more than 90 days during a school year;
3. An individual with 60 credits of approved study in an educationally related field or two years of paid applied employment in a career and technical education setting may serve as a substitute Educational Technician I or II for no more than 60 days during a school year or as a substitute Educational Technician III for no more than 10 days during a school year; and
4. An individual with high school diploma or a GED may serve as a substitute Educational Technician I for no more than 30 days during a school year or as a substitute Educational Technician II or III for no more than 10 days during a school year.

Administrative Procedure Adopted: 10/4/11