

**SCHOOL DISTRICT OF WAUZKA-STEUBEN**

**SUBSTITUTE EMPLOYEES**

The School District of Wauzeka-Steuben Board of Education recognizes the need to procure the services of substitute employees in order to continue the operation of the schools as a result of the absence of regular personnel.

The District shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes will end when their services are no longer required.

**Requirements for all:**

1. In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set by the Board.
2. A substitute teacher employed as a long-term substitute shall, after ten (10) consecutive full-time school days substituting for the same teacher, be paid at the rate of a beginning teacher employed at the School District of Wauzeka-Steuben. (Note: An early-release or late-start will count as one school day towards the 30 consecutive days. In the event of a cancellation the day will not count for or against the 30 consecutive days.)
3. Long-term substitute positions will be posted and selected through an interview process conducted by the appropriate administrator. The long-term substitute recommendation will be referred to the District Administrator and Board of Education for approval. The person in charge of substitute procurement will be notified.
4. All substitute employees will be approved by the board in advance of the start date unless there are extenuating circumstances.

***Certified Staff***

1. Substitute teachers must have a copy of a current certification on file in the District Office. The Principal shall make an effort to place substitutes in the class/area/subject for which they are certified.

***Noncertified Staff***

1. Background checks will be completed on all applicants prior to starting, unless approval from the District Administrator is provided.
2. Substitutes will be rotated to provide equal employment opportunities to all subs. The only time this will not be followed is in the event that a particular sub has a skill set that exceeds all other subs as determined by the supervisor of the area and approved by the District Administrator or in the event of previous concerns in a particular department.

**Legal References:** Wisconsin State Statutes §§, 111.31-111.395, 118.195, 118.19, 118.20, 121.02(1)(a); Wisconsin Admin. Code PI 34

**Adoption Date:** 2/21/2000

**Date Revised:** 12/15/2025