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Pay for Substitute Teachers and Substitute Personnel

Recommendations for rates of pay for substitute teachers and substitute personnel will be made by the Head of School in consultation with the Director of Business Services and the Finance Committee. After an annual review of the compensation for positions covered by this policy, a recommendation will be made for possible changes. The recommendation will be submitted to the School Board for action.

When determining whether to recommend raising or lowering a rate of pay for a group of substitute or temporary employees, the Head of School will be guided by the following factors:

1. The necessity to accomplish the work of the School District in a cost effective manner.
2. The rate of pay for permanent employees of the Duluth Public Schools Academy doing similar work.
3. The needs of the specific department or program employing the substitute.
4. The general rates of pay for casual workers doing similar work in Duluth and the surrounding areas.
5. The general availability of workers who are willing to accept assignment as substitute teachers or substitute personnel.

Current rates of pay for substitute teachers and substitute personnel will be on file and available to interested persons in the office of the Director of Business Services.