

**POLICY TITLE:**

**Substitute Salary & Classified  
Substitutes  
Minidoka County Joint School District # 331**

**POLICY NO:  
550.00  
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The Board of Trustees of the Minidoka County Joint School District No. 331 will set the Certificated and Classified substitute salary rate for those substituting within the Districts' schools. Once a rate is set it will remain in effect until a change is made by the trustees as part of a regular or special Board meeting. Such rates may be held constant for more than a single year or may be changed annually at the discretion of the Board of Trustees. Those substituting who have educational degrees and appropriate certification will be reimbursed for the degree and certification. If an individual substitutes, for a single teacher for an extended period of time, that substitute should receive additional compensation, since additional requirements would be mandated.

**Substitutes for Certificated Teaching Positions - Exempt Employees**

1. Pay per day for certificated substitute teachers will be based upon the following educational levels:
  - a. No degree
  - b. Associates Degree, 48 credits or Para-Pro Test
  - c. Bachelor's Degree or higher
  - d. Current Idaho Teaching Certificate
2. Any substitute teacher that is employed for eight (8) continuous days for the same certificated teacher will be paid according to the substitute salary schedule. This is to compensate for the lesson plans and paper correcting that would become necessary. Substitute teachers should become conversant with the District Policies relating to their performance.

**Substitutes for Classified Positions (Classroom positions defined below)****Non-Exempt Employees**

1. Personal Care or Individual Safety Aides, as defined per year by the Special Education Supervisor, will be paid. based on their educational level as outlined above.
2. Pay for following classified positions will be paid at the substitute hourly rate.
  - a. Prep Providers
  - b. Kindergarten Providers
  - c. Special Education Aides not listed in No. 1 above when absences are long-term
  - d. Computer lab assistants.
3. Substitutes will only be hired for classified positions not listed above if authorized by the Superintendent or designee.
4. Any substitute teacher that is employed for eight (8) continuous days for the same certificated teacher will be paid according to the substitute salary schedule. This is to compensate for the lesson plans and paper correcting that would become necessary. Substitute teachers should become conversant with the District Policies relating to their performance.

**LEGAL REFERENCE:**

**ADOPTED:** July 17, 1989

**AMENDED/REVISED:** August 5, 1997; November 15, 1999; June 19, 2000;

September 17, 2001; May 16, 2005; June 17, 2009; November 18, 2013; October 19, 2015; August 14, 2017; June 17, 2019; February 24, 2020; June 20, 2022