

NORTH COLLINS CENTRAL SCHOOL
Per Diem Substitute Teachers and Substitute Teaching Assistants
2022-2023

Substitute teachers must have a minimum of one year of college and must present a copy of a college degree or a transcript of college courses, and proof of a valid teaching certificate, if certified. All substitutes must be fingerprinted per NY State Education Department <http://www.nysed.gov/educator-integrity/fingerprint-process>.

1. Substitute teachers will be called by the substitute calling service, the building principal, or their secretary.
2. If you substitute a full day for Grades K-6, you are to report to your assigned room by 7:30 a.m. Leaving time is 2:55 p.m. on Monday through Friday. Call the office at 337-0166, ext. 2151 with questions.
3. If you substitute a full day for Grades 7-12, you are to report to your assigned room by 7:34 a.m. Leaving time is 2:59 p.m. on Monday through Friday. Call the office at 337-0101, ext. 1303 with questions.
4. Keys to rooms are in the teacher's mailbox and lesson plans are available in the building office where you will be a substitute.
5. The pay scale for per diem substitute teachers is as follows:
 - a) \$110.00 per full day for a non-certified person. Limitations apply for length of employment of uncertified teachers as per the Codes, Rules and Regulations for the State of NY Title 8 CRR-NY 8-5.4.
 - b) Certified teachers rate per chart below. Certified means that the substitute has a valid certificate to teach in the public schools of New York State.

For continuous service in the same assignment the following shall apply*:

Continuous Same Assignment Duration	Certified Rate
0 – 29 days	\$125.00 per day
30 – 89 days	\$135.00 per day
90 plus days	Step BA-1/MA-2 on current salary schedule.

*1 day = 1.0 FTE. Days will be prorated based on FTE.

- c) \$135.00 per day for retired NCTA teachers with 10 years of service to the District.
 - d) In a case of extreme emergency, the Board may alter this policy as it might pertain to salary.
6. Substitute teaching assistants serving as substitute teachers providing continuous service in the same assignment will remain at the daily substitute teacher pay rate as per item 5a and 5b above for the entire duration of their assignment.
7. For a certified substitute teacher who is appointed by the Board of Education to replace a teacher granted a leave of absence for a semester (90 days) or more, compensation will be Step BA-1/MA-2 on the current NCTA salary schedule, effective at the start date of the assignment. Single Health Insurance will be available as per the current NCTA rates. Up to 6 sick days and 2 personal days will be accrued for the entire school year.