

Scituate School Committee and Scituate School Department

Policy #6200: SSD Substitute Teacher Policy

Policy title: Substitute Teacher Policy

Purpose

The purpose of this policy is to ensure continuity of instruction when a classroom teacher is absent for an extended period of time. The Scituate School Department may employ substitute teachers to provide instructional coverage and maintain the continuity of classroom instruction during teacher absences.

This policy establishes definitions and compensation guidelines for substitute teachers who provide coverage for an extended period of time in the same assignment.

Definitions

Substitute Teacher (Day-to-Day Substitute)

A substitute teacher who provides instructional coverage for a classroom teacher who is temporarily absent.

Short-Term Substitute Assignment

A substitute teacher assigned to the same classroom or teaching assignment for **less than four (4) consecutive weeks** due to a temporary teacher absence (e.g., illness, family leave, or a vacancy awaiting permanent placement).

A short-term substitute may carry out instructional responsibilities such as delivering lessons, supervising students, and assisting with grading or classroom management. However, the short-term substitute **does not serve as the teacher of record** and is not responsible for the full scope of duties typically assigned to a contracted classroom teacher.

Building Substitute

A substitute teacher who has applied and was appointed to the building substitute position.

Long-Term Substitute Assignment

A substitute teacher assigned to the same classroom or teaching assignment for **four (4) or more consecutive weeks** due to an extended teacher absence or a vacancy in the position.

A long-term substitute **serves as the teacher of record** and must be certified in the content area. They assume primary responsibility for instructional planning, assessment, grading, classroom management, and other professional duties associated with the position. The long-term substitute has applied and was appointed to the long-term position.

Compensation

Compensation for **day-to-day, building substitute, and short-term substitute** teachers serving in the same assignment for an extended period of time shall be as follows:

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Assignment Length	Teacher Compensation	School Nurse Teacher Compensation
0–135 school days	\$150 per school day	\$200 per school day
136 or more school days.	Placement on the appropriate teacher salary step and daily rate consistent with the district's salary schedule	Placement on the appropriate teacher salary step and daily rate consistent with the district's salary schedule

Compensation adjustments will apply beginning with the applicable day threshold within the same assignment.

Compensation for **long-term substitute** teachers serving in the same assignment for an extended period of time shall be as follows:

Assignment Length	Teacher Compensation	School Nurse Teacher Compensation
0–135 school days	\$225 per school day	\$225 per school day
136 or more school days.	Placement on the appropriate teacher salary step and daily rate consistent with the district's salary schedule	Placement on the appropriate teacher salary step and daily rate consistent with the district's salary schedule

Expectations for Substitute Teachers

Substitute teachers may be expected to assume responsibilities typically associated with the classroom teacher, including but not limited to:

- Planning and delivering instruction
- Monitoring, assessing, and recording student progress
- Communicating with families
- Collaborating with colleagues and administrators
- Participating in required meetings related to instruction and student support

Certification and Qualifications

All substitute teachers must meet Rhode Island Department of Education (RIDE) requirements and district hiring standards. Substitute teachers serving as the teacher of record in extended assignments, including positions funded in whole or in part by federal programs, must hold an appropriate Rhode Island educator certification.

Administration

The Superintendent or designee is responsible for implementing this policy and establishing procedures necessary for recruiting, hiring, and assigning substitute teachers.

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