

Swan River Montessori Charter School

Adopted: 9.20.17

Revised: 10.12.21

Compensation for Substitute Teachers & Support Staff Policy

PURPOSE

The purpose of this policy is to establish fair and consistent starting base compensation rates for any and all people serving in a licensed and/or non-licensed substitute capacity including, but not limited to, teachers, support staff members, administrative assistants, and custodians. This policy also addresses if the substitute qualifies for annual wage increases comparable or equal to SRMCS employees.

DEFINITIONS

“Licensed (Substitute) Teacher” is defined as an educator who holds a valid teaching license in the State of Minnesota via the Department of Education Division of Licensing. This person is qualified to sub in any capacity for Swan River Montessori Charter School (SRMCS).

“Non-Licensed (Substitute) Teacher” is defined as an educator who does not hold a valid teaching license in the State of Minnesota or elsewhere. This person is qualified to sub in any capacity that does not require a valid teaching license.

“Long Term Office Staff” is defined as a temporary employee who is given the general administrative responsibilities of the school office. This employee must be working a minimum of 15 hours per week in the office to be considered long term.

“Licensed Support Staff (Substitute) Teacher” is defined as an educator who is employed by SRMCS in a support staff position (special education program paraprofessional or classroom assistant) and holds a valid license in the State of Minnesota that allows him/her to sub in place of an absent lead teacher.

POLICY

Starting base compensation rates for substitutes are as follows:

Substitute Capacity	Initial Base Compensation Rate	Qualifies for Compensation Rate Increases
Licensed Teacher	\$21.50 per hour	No
Non-Licensed Staff	\$15.00 per hour	No
Long term Office Staff	\$19.00	No
Licensed Support Staff Teacher	Employee’s current year contracted hourly wage + \$30.00/day	Yes