

POLICY

1997

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PERSONNEL

SUBJECT: TEMPORARY PERSONNEL

District's needs may sometimes require temporary appointments. The terms of these appointments shall be defined by the Board of Education on a case by case basis.

Student Teachers

The Massena Central School District shall cooperate with teacher training institutions in the placement of student teachers in order to provide beginning teachers with the best possible student teaching experience. The State University Colleges at Potsdam, at Plattsburgh, and St. Lawrence University are designated as the institutions of higher learning of the cooperative venue.

No regular teacher shall be assigned a student teacher without his/her consent.

The assignment of a student teacher to a given cooperating teacher shall be at the discretion of the building principal and Superintendent.

No cooperating teacher shall have more than one student teacher per school year.

In an emergency where no qualified substitute teacher can be obtained, a student teacher may substitute for a regular teacher providing he/she has taught the class before to the satisfaction of both the cooperating teacher and the building principal. Only tenured teachers in the Massena Central School District shall sponsor student teachers.

A student teacher who is called upon to substitute is not eligible for monetary remuneration except in dire emergencies.

Student teachers shall be protected from liability for negligence or other acts resulting in accidental injury to any person by the School District, as provided by law.

Substitute Teachers

Teachers who substitute for a regular teacher for a period of one-half day to twenty (20) days are defined as substitutes.

A substitute teacher qualified to teach in the Massena Central School District shall be employed, whenever possible, by the Superintendent of Schools in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.

The Board of Education shall annually establish the ordinary rate for per diem substitute teachers.

(Continued)

POLICY

1997

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PERSONNEL

SUBJECT: TEMPORARY PERSONNEL (Cont'd.)

Replacement Teachers

Replacement teachers are defined as teachers hired to complete the unexpired term of a teacher who resigned during the course of a school year, or teachers hired to fill in for a long period of absence (minimum of 21 days).

Replacement teachers shall (within reason) be selected utilizing the same procedures as for permanent teacher appointments.

Replacement teachers shall be paid on the basis of placement on the District teachers' salary schedule on a pro-rata basis for the entire duration of their employment.

Non-instructional Personnel

Temporary vacancies for support staff will be in accordance with the current "Agreement between the Massena Confederated School Employees' Association NYSUT, AFL-CIO and Massena Central School District Contract".

8 New York Code of Rules and Regulations
(NYCRR) Section 80.36
Education Law Section 3023

Adopted: 1/27/97