

## SUBSTITUTE TEACHERS -- USE OF AIDES

DATES (Adopted/Revised)	GUIDE WORDS
Adopted October, 1985 Revised October, 1986 Revised June, 2006	Aides Substitutes

Instructional aides may be used as substitute teachers at times when the principal determines that such use would be in the best interests of children in the classroom where a teacher is absent. Such substitution will probably occur only in the building and the classroom where the aide normally works.

Aides will receive a \$10.00 stipend in addition to their aide pay when they substitute for a teacher.

The school will report the use of the instructional aide as a substitute teacher in the comments section of the Mass Payroll Update (MPU) reports that is submitted to data processing.