

**Employment of Substitutes  
Board of Education  
Wrightstown Community School District**

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The Wrightstown Community School District believes an effective educational program requires the services of effective educational leaders with integrity, high ideals, and human understanding. The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The District Administrator shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required.

Substitutes must possess a valid Wisconsin professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified or otherwise endorsed by the Department of Public Instruction. The District may declare that an emergency exists due to the lack of qualified available substitutes and permit the use of a substitute with a bachelor's degree but not a professional certificate. There must also be verification that a background check has been conducted.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

*Adopted: 12/19/2018*

*Reviewed:*

*Revised:*