

**ADMINISTRATIVE
STAFF**

O'Dee Hansen
Superintendent
Rena Orton
Assistant Superintendent
Tammy Jorgensen
Business Administrator



NORTH SANPETE SCHOOL DISTRICT

BOARD OF EDUCATION

Rich Brothersen, President
Jeremy Madsen, Vice President
Greg Bailey, Member
Joseph Cook, Member
Stacey Goble, Member

Substitute Hiring Qualifications and Incentives

According to NSSD Policy **IV-45 Recruiting, Hiring, and Appointment of Classified and Substitute Personnel**, Guideline #3, the district requires work skills competency. For substitute personnel, we have required that a potential employee pass a PRAXIS exam. From this date forward we will allow a High School Diploma, GED or Praxis exam pass score (or equivalent exam adopted by the district) to demonstrate work skills competency.

In an effort to compensate and recognize longevity for our Substitute Teachers and Substitute Instructional Aides (TAs) we will offer the following.

Licensed Teacher:

1. In the past, a substitute teacher was required to hold a "Current Educator License" to receive the Licensed Teacher Sub Rate.
2. From this day forward, any Substitute Teacher that has a current or expired educator teaching license will receive the Licensed Teacher Sub Rate.

Longevity:

1. Complete 180 hours of substitute teacher, instructional aide (TA), or food service hours in the current school year.
2. Fill out and submit an application to O'Dee Hansen or Tammy Jorgensen.
3. Upon approval, that employee will receive a \$2.00 an hour increase for the remainder of the year. (exception: they go for more than 1 pay period without working unless approved by the HR Director because of extenuating circumstances at which time they will go back down to normal pay).
4. If they complete 360 hours in a given year and submit an application, they will then automatically get that \$2.00 increase per hour starting out the following school year. 360 hours must be completed each year to be qualified for the increase the following school year. An application for this is required as well.

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Application for Increased Hourly Rate for Longevity

Substitute Teacher, Instructional Aide (TA) or Food Service

Name: _____ **Date:** ____/____/____

Hours Worked : _____ **Date Range:** ____/____/____ - ____/____/____

Log of Hours:

Date	Hours	Date	Hours	Date	Hours

Signature of Employee: _____

HR Department Signature: _____ **Date** ____/____/____

*****Once approved, hourly rate will go up by \$2.00 an hour for the remainder of the year unless the employee doesn't work for a whole pay period. The exception to this is obtaining prior approval from the HR Director for extenuating circumstances, at which time payment will return to its normal rate.*****

03/03/2025

Additional

Log of Hours:

Date	Hours	Date	Hours	Date	Hours

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Calificaciones e Incentivos para la Contratación de Sustitutos

De acuerdo con la Política **IV-45 Recruiting, Hiring, and Appointment of Classified and Substitute Personnel**, Pauta # 3, el distrito requiere competencia en habilidades laborales. Para el personal sustituto, hemos requerido que un empleado potencial apruebe un examen PRAXIS. A partir de esta fecha, permitiremos un diploma de escuela secundaria, un examen GED o un examen Praxis (o un examen equivalente adoptado por el distrito) para demostrar la competencia en habilidades laborales.

En un esfuerzo por compensar y reconocer la longevidad de nuestros maestros suplentes y asistente de instrucción (TA), ofreceremos lo siguiente.

Educator Licenciado:

1. En el pasado, se requería que un maestro sustituto poseyera una "Licencia de educador actual" para recibir la Subtasa de maestro con licencia.
2. A partir de este día, cualquier maestro sustituto que tenga una licencia de enseñanza de educador vigente o vencida recibirá la tarifa secundaria de maestro con licencia.

Longevidad:

1. Completar 180 horas de maestro sustituto, asistente de instrucción (TA) o horas de servicio de alimentos en el año escolar actual.
2. Complete y envíe una solicitud a O'Dee Hansen o Tammy Jorgensen.
3. Tras la aprobación, ese empleado recibirá un aumento de \$ 2.00 por hora durante el resto del año. (excepción: pasan más de un período de pago sin trabajar a menos que lo apruebe el Director de HR debido a circunstancias atenuantes, momento en el que volverán al salario normal).
4. Si completan 360 horas en un año determinado y envían una solicitud, automáticamente obtendrán ese aumento de \$ 2.00 por hora a partir del siguiente año escolar. Se deben completar 360 horas cada año para calificar para el aumento del siguiente año escolar. También se requiere una solicitud para esto.