

The Superintendent shall maintain an active list of persons approved by the Public Education Department (PED) to act as substitute teachers. Only persons licensed, or persons holding a New Mexico teaching license or persons assigned to the classroom in question as student teacher, co-op student, or instructional assistant may be employed as substitutes. The employment of substitutes is to be made by administrators only, not teachers.

The Superintendent is directed to establish administrative procedures, which will enhance the district's ability to maintain the best possible roster of substitutes. The Superintendent may at any time remove from consideration for substitute assignment, in this District, any persons name from the list of substitutes if the Superintendent determines it is in the District's best interest to do so.

Substitutes will be paid by the number of hours on duty at the standard daily rate.