



**child
development
services**

State Intermediate Educational Unit-146 State House Station, Augusta, ME 04333
Telephone (207) 624-6660-Fax (207) 624-6661-TTY-1- 888-577-6690

CDS Administrative Letter: Number 27

DATE: May 10, 2010

TO: CDS Regional Board Chairs, CDS Site Directors, CDS State Level Advisory Board

FROM: David Noble Stockford, Policy Director and Team Leader
Debra Hannigan, CDS State Director

RE: Hiring of Substitutes

Substitute personnel may serve on a day-to-day basis to fill short-term vacancies caused by the absence, resignation, inability to employ or termination of a certified, authorized or approved employee.

Current qualified staff should first be considered to fill the vacancy, by adjusting their schedule to meet the needs of the child(ren) being served. Current CDS staff would be paid at their current rate of pay and would be restricted to working no more than forty (40) hours per week.

Whenever possible, substitute personnel should hold the same certification and/or licenses required for the position they are temporarily filling. This includes a successful background and fingerprinting check.

The job descriptions for a Professional (Teacher) Substitute and Support Staff (Educational Technician I, II or III) Substitute can be viewed at

www.maine.gov/education/speced/cds/jobs/descriptions.html.

The hourly rate of pay for a substitute will be as follows:

Ed Tech I	Ed Tech II	Ed Tech III	Teacher
\$ 9.00	\$11.00	\$12.00	\$13.27

If you have any questions, please contact Dan Alley at 624-6660.