

SUBSTITUTE INSTRUCTIONAL STAFF EMPLOYMENT

The New Hanover County Board of Education will employ substitute teachers and substitute teacher assistants as deemed appropriate by the administration and in accordance with state Board of Education policies.

It is the responsibility of the principal or designee to assign a substitute to fill a vacancy caused by the temporary absence of a teacher. Substitutes should be provided for those teachers who have regular classroom assignments and for specialists and resource teachers when students can be effectively served and an appropriate substitute is available. The teacher, for whom the substitute is replacing, is required to provide the substitute with lesson plans, a schedule of classroom activities and students' emergency medical plans.

The administration recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held a teaching license and second priority to those who have an undergraduate or graduate degree.

It is the responsibility of the Director of Human Resources to maintain a list of qualified substitute teachers and substitute teacher assistants. Only those individuals on the approved list should be used, except in emergency situations where approval has been received from the Director of Human Resources to depart from the list.

In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

LEGAL REF: NCGS §115C-12, -36, -47, -332

Adopted: 12/04/84

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