

Barre Town Supervisory District Policy Manual

TITLE: Part Time and Professional Staff Employment Qualifications of/for Substitute Staff

CODE: GCG

Substitute Teachers

Standard

As substitute teachers perform a valuable service to the school system, those persons selected should have the best possible qualifications for their assignments. The school district will attempt to employ licensed teachers with proper endorsement for every substitute occasion. However, if licensed personnel are not available, the Principal may utilize the services of a non-licensed substitute, or a person with other license endorsements, for up to fifteen (15) days per teacher absence. In all cases, the substitute teacher performance is to be evaluated to ensure quality instructional programs are taking place.

If a substitute teacher is to teach beyond fifteen (15) consecutive days, he/she must hold a teaching license. If the substitution is beyond thirty (30) days, then the substitute must be properly licensed and endorsed in the area of employment. Upon the thirty-first day, the substitute is to be placed on a "long-term status" to be paid on a daily rate. The superintendent will issue a long-term substitute agreement stating the conditions of employment and salary. This agreement is to be signed by the substitute teacher and the superintendent of schools.

Procedures

1. A person interested in substitute work must file an application form with the office of the superintendent of schools. The superintendent's office will provide current substitute teacher listings to the principal.
2. The principal, or designee, is responsible for obtaining substitute teachers as needed. The principal will establish a procedure for securing substitutes and cause it to be printed in the Staff Handbook.
3. An employed substitute is to abide by the general policies and practices of the school system, the school in which substituting, and of the teacher for whom substituting. The teacher and substitute will complete a substitute teacher report for every substitute occasion. These reports are to be filed with the principal's office.
4. The substitute teacher is expected to carry the full daily schedule (including special classroom related assignments) and to process the pupils' daily work unless requested by the teacher or principal not to do so.
5. Persons interested in substitute work are responsible for meeting the licensure requirements of the State of Vermont.
6. Per diem salary for substitute teachers will be established by the Board of School Directors.
7. All new substitute teachers should receive a copy of this policy and sign an acknowledgement of understanding.

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