

**Administrative Procedures for Policy #6030 (Personnel) of the Board of Education
Regarding Hiring
Substitute Instructional Personnel**

- I. Definition
 - A. Substitute Instructional Personnel - employees who facilitate the sequence of planned activities for students in the absence of the classroom teacher and/or assistant, as appropriate
- II. Process
 - A. The Human Resources Department shall be responsible for coordinating the recruiting, screening, selection, and retention of substitute instructional personnel.
- III. Guidelines
 - A. Eligible substitute instructional personnel must have:
 - 1. A high school diploma or its equivalency
 - 2. A minimum of three (3) satisfactory references
 - 3. A completed Substitute Staff Application
 - 4. A copy of college or university transcripts, if applicable
 - 5. Completed the CCPS employment intake process, to include the following:
 - a. Employee's Withholding Exemption Certificate
 - b. Employee Background Check using the Maryland Judiciary Case Search and the National Sex Offender Registry
 - c. Form I-9, Employment Eligibility Verification
 - d. Training on CCPS policies, procedures and/or resources regarding Sexual Harassment, Blood Borne Pathogens, Child Abuse, Appropriate E-mail Use, Bullying Recognition & Response, and HIV/Aids Awareness
 - B. Substitute instructional personnel must file a renewal request with the Human Resources Department each year to maintain active status.
 - C. Substitute instructional personnel may be removed from approved status if situations warrant such action. Problems must be reported to the Director of Human Resources or designee. Decisions regarding continuation or dismissal of substitute instructional personnel will be made by the Director of Human Resources after information regarding reported problems has been collected and analyzed. Reasons for removal from approved status may include but are not limited to failure to follow laws, policies, procedures, guidelines and expectations.
- IV. Non-Discrimination

- A. In accordance with Policy 1118 Regarding Discrimination, the Calvert County Public School System does not discriminate in matters affecting employment.
- B. Any complaint or allegation of discrimination in the hiring process should be reported pursuant to Policy #1118 (Administration) of the Board of Education Regarding Discrimination in Calvert County Public Schools and its associated procedures.

Personnel 6030.2

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