

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Code **GCG** Revised **3/13**

Purpose: To establish the basic structure for the employment of part-time and substitute professional employees.

Substitute teachers serve in the absence of regular teachers. To as great an extent as possible, substitute teachers should possess the training and experience to insure that students will receive uninterrupted instruction when the regular teacher has to be absent.

Periodically the district will send to the schools a list from which a principal/director may employ substitute teachers. Only the principal/director or his/her designee may employ substitute teachers. The following minimum qualifications are required in order for an applicant to be submitted for approval and listed by the district office.

- Although a certified teacher is preferred, a high school diploma from an accredited high school will meet the minimum educational requirements.
- Statements from reliable references which attest to the acceptability of the candidate's character and dependability.
- A willingness to be available for substitute work and to respond on short notice.
- Attendance at a training session for substitutes.
- Acceptable criminal record background check
- Completion of safety training

The principal/director has the responsibility for evaluating the effectiveness of each substitute teacher employed in his/her school.

For required criminal record checks on new employees, see policy GBEBDA – Criminal Records Checks.

Adopted 6/6/83; Revised 2/2/98; 10/4/10, 3/4/13

Legal references:

- A. S.C. Code, 1976, as amended:
 1. Section 16-1-60 – Violent crimes defined.
 2. Section 23-3-115 – Fees for criminal record searches conducted for charitable organizations.
 3. Section 23-3-130 – Determination of information to be supplied and methods of evaluation and dissemination; promulgation of rules and regulations.
 4. Section 23-3-430 – Sex offender registry; convictions and not guilty by reason of insanity findings requiring registration.
 5. Section 59-19-117 – Background checks.
 6. Section 59-25-150 and 160 – Revocation or suspension of certificate; “just cause” defined.