

~~PART-TIME AND~~ SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Code ~~GCG Issued~~ ~~GCG Issued~~ 2/06

Purpose: To establish the basic structure of 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 ensure that students shall receive uninterrupted instruction when the regular teacher has to be absent.

Charleston County School District shall attempt to employ a substitute for each teacher providing direct grade level or content instruction who is absent. Two types of substitutes shall be employed -- long-term (10 or more days) and short-term (day-to-day).

Long-term substitutes should possess the qualifications of regular teachers. They may be employed for intermittent substitute teaching on an on-call basis.

Qualifications

Procedure

Substitutes shall register with the human resources ~~operations~~ department of the Charleston County School District or its agent and complete the required forms. The following requirements must be met.

- Have a complete application on file in the human resources ~~department or its agent.~~division.
- Possess at least a high school diploma or the equivalent.
- Be 21 years of age or have successfully completed two years of college.
- Clear a review of any criminal history, consistent with clearance standards in policy GCFA.
- ~~Be of good character.~~
- Have a health certificate from a licensed physician certifying that the applicant does not have tuberculosis in an active stage.
- Have attended an orientation and/or ~~in-service~~inservice as may be provided by or approved by Charleston County School District. This requirement is waived for persons with a valid South Carolina teaching certificate and may be suspended by the human resources operations department and/or the superintendent in cases of emergency or for persons eligible for South Carolina certification.

Testing

Persons qualifying for substitute teaching ~~should~~must meet the passing standard on a basic skills test as established by the Charleston County School District. Exempted from this requirement are teachers holding a valid teaching credential, retired Charleston County School District teachers

PAGE 2 - GCG - PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

and individuals who have successfully completed the appropriate examination with scores required by the South Carolina State Department of Education.

Evaluation

To ensure that the highest quality of substitute teachers is maintained, each principal or his/her designee shall observe and rate substitutes listed on any "preferred call list," those who serve as long-term substitutes or those who work at any given school in excess of 20 days annually. Each principal or his/her designee should complete an approved substitute evaluation sheet provided by the The Charleston County School District or its agent. substitute rating sheet must be used and submitted to the human resources operations department by June 30 of each year.

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