

SALEM SCHOOL DISTRICT  
Salem, Connecticut

PERSONNEL – NON-CERTIFIED

SUBSTITUTE TEACHERS

A substitute teacher is a person who is employed for short periods of time in the absence of the regular teacher. The Board of Education strongly prefers that substitute teachers employed by the Board shall hold a valid Connecticut certificate for the grade level and in the subject area to which they are assigned. In the absence of such qualified persons, the following order shall be used in employing substitutes: (a) valid Connecticut certificate; (b) teacher certification from another state; (c) bachelor's degree. In the event that no qualified persons are available, the Superintendent may request a waiver from the Commissioner of Education.

Long term substitutes (employed 40 days or more in a school year) shall be appropriately certified for the subject area and grade level to which they are assigned.

The District will only hire applicants for substitute teaching positions that comply with the reference and background checks as detailed in Policy #4112.51/4212.51 and who comply with the required disclosure requirements and after requesting information from the applicant's prior employers and State Department of Education.

The Principal shall maintain and periodically update a list of qualified substitute teachers. Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided under the direction of the Principal. In addition, a Substitute Handbook will remain available to assist in orienting substitute teachers.

Rates of compensation for substitute teachers will be set by the Board of Education. Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school system.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

Legal Reference: CGS 10-183v Reemployment of teachers; 10-145a Certificates of qualification for teachers. 10-221d Criminal history record checks or school personnel. Fingerprinting. Termination or dismissal (as amended by PA 16-67). 10-222c Hiring policy (as amended by PA-6-67).

Policy Adopted: January 14, 1997

Policy Adopted: February 9, 1999

Revised Policy 1<sup>st</sup> Reading: December 5, 2016

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