

Williamsburg Community School District

SECTION: PROFESSIONAL EMPLOYEES
TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

Policy Guide

ADOPTED: 6/23/87

REVISED: 11/19/96, 5/15/07, 6/21/09

	405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES
1. Purpose	Qualified and competent substitute teachers and other professional staff shall be employed in accordance with these guidelines.
2. Authority SC 1101, 1106	The Board shall approve annually the names of potential substitute professional employees and other substitute professional employees and the positions in which they may substitute. Additional names may be added to the list of substitute teachers by the Board during the school year. The utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. The decision to utilize such substitutes shall be made by the Superintendent. Retroactive approval shall be recommended to the Board at the next regular meeting.
SC 111	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for FBI finger printing, criminal history, child abuse and the district has evaluated the results of that screening process.
SC 1148	Substitutes hired on a daily substitute rate shall be entitled only to the wages approved by the Board on a day to day basis.
SC 1148	Substitutes working in one position for 20 days or longer shall be paid at a base salary for long term substitute teachers as established each year by the Board.
3. Delegation of Responsibility	Substitutes hired to fill a position for a period of one (1) semester or more shall be paid at a base salary for long term substitute teachers as established each year by the Board.
School Code 111, 1101, 1106, 1148	The Superintendent shall require proof of certification prior to employment.

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