

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

All professional personnel employed by the District to serve as substitute teachers or in part-time positions are recommended by the Superintendent for appointment by the Board. The rates of pay for such employment are recommended by the Superintendent and established by the Board.

Substitute teachers must hold the appropriate license issued by the State Board of Education (SBOE).

The Board authorizes the employment of substitute teachers who do not hold a postsecondary degree provided they:

1. meet the educational requirements established by the Superintendent/designee;
2. are deemed to be of good moral character;
3. successfully complete all required criminal records checks and
4. obtain the appropriate temporary substitute teacher license issued by the SBOE.

The employment and coordination of substitute teachers is centralized for the District in the office of the Superintendent. Principals assume responsibility for the scheduling of substitutes from the approved list as needed.

Building principals develop regulations for substitute teachers to guide them in the performance of their duties. The regulations are approved by the Superintendent/designee.

[Adoption date: August 6, 1991]

Revised: June 20, 2018
October 18, 2023

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
ORC 3317.13
3319.07; 3319.08; 3319.10; 3319.13; 3319.22 through 3319.31
3319.39
3323.06
OAC 3301-35-05; 3301-35-06

CROSS REFS.: AC, Nondiscrimination
ACA, Nondiscrimination on the Basis of Sex
ACB, Nondiscrimination on the Basis of Disability
GBA, Equal Opportunity Employment
GBQ, Criminal Records Check