

**UNION #39**

**POLICY CF**

**SUBSTITUTES**

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the superintendent or his or her designee for all schools in the district. No person will be placed on the qualified substitute list unless that person has graduated from high school and meets the following additional minimal requirements:

Individuals otherwise deemed qualified and acceptable to the board under the general standards of employability; individuals who exhibit adequate classroom management skills.

The superintendent or his or her designee will conduct an orientation session for substitute teachers each year. Each teacher will compile a packet of information containing pertinent substitute teacher information as defined by the principal.

**Unlicensed Persons**

An unlicensed person may be employed as a substitute teacher for up to fifteen consecutive days per educator absence. The Commissioner of Education may grant an extension for an additional fifteen days upon application by the Superintendent when evidence of the unavailability of a licensed educator or other compelling reasons have been presented. The Superintendent may apply for additional extensions, or when appropriate, seek temporary certification pursuant to Section 5350 of the State Board of Education Rules.

**Licensed Educators**

Substitute teachers who are licensed but not appropriately endorsed for the position they are employed in or are asked to fill a position for more than thirty days per teacher absence may do so only when the Superintendent secures an extension allowing such employment from the Commissioner of Education after providing evidence of the unavailability of a licensed educator with appropriate endorsement or other compelling reasons. The Superintendent may apply for additional extensions, or when appropriate, seek emergency certification pursuant to Section 5350 of the State Board of Education Rules.

The search for a licensed educator should continue through any extension.

Substitute teachers will be paid per diem wages as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

DATE WARNED: November 10, 2003

DATE ADOPTED: November 19, 2003

LEGAL REFERENCES: Vt. Brd Educ Manual Rules & Practices §5500

POLICY CROSS REFERENCE: \_\_\_\_\_

PROCEDURE REFERENCE: CF