

Addison Northwest Supervisory Union Policy

SECTION: PERSONNEL

CODE: D6

TITLE: SUBSTITUTE TEACHERS

Policy

It is the policy of the Addison Northwest Supervisory Union and its member school boards to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE), as well as the additional requirements established by this policy.

Qualifications

A person can be placed on the Districts list of qualified substitutes once that person presents evidence that he/she has:

- graduated from high school no fewer than four (4) years previous to submitting an application to be a substitute teacher;
- applied through the Superintendent's Office;
- completed a required criminal record check prior to service; and
- provided any other information as requested by the District.

Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to thirty (30) consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

Licensed Educators

A substitute teacher who is licensed but not appropriately endorsed for the position for which he/she is employed may fill a position for thirty (30) consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty (30) days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

Administrative Responsibilities

A list of qualified substitute teachers, organized by grade level and subject, will be prepared annually by the Superintendent or his or her designee for all schools in the District.

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

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 to assess and record student progress; on the length of service; and on the credentials of the substitute teacher.

Addison Northwest Supervisory Union Policy

Date Revised/Adopted: February, 2006; March, 2012 (R)

Legal Reference(s): Vt. Standards Board for Professional Educators Rules
Practices §5381 et seq.
16 V.S.A. §558 (Employment of school board members)
16 V.S.A. §251 et seq. (Access to Criminal Records)

Cross Reference: Personnel: Recruitment, Selection, Appointment and
Criminal Records Checks (D1)

Addison Northwest Supervisory Union Policy

PROCEDURES FOR EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of School Directors believes that the role of a substitute teacher is important for maintaining continuity in teaching and learning. The selection, assigning, and evaluation of performance shall be the responsibility of the school principal.

Whenever possible, a substitute teacher will be a person who is licensed or possesses knowledge in the area of assignment and demonstrated success in teaching.

A substitute employed for more than ten (10) consecutive school days in the same position will be considered a long-term substitute. Beginning the eleventh (11th) day, the substitute will be paid on the regular salary schedule as established by the Superintendent. Fringe benefits will not be provided, except in compliance with law.

If at the time a substitute is employed it is known that the period of service will be in excess of ten (10) days, the substitute will be paid on the regular salary schedule from the first day of service.

Substitutes employed for more than thirty (30) consecutive school days in the same position for the same teacher shall be licensed unless a waiver is granted.

All substitute teachers will make application through the Superintendent's office and a master list of approved substitutes will be prepared annually and distributed to the principals.

(11/2014)