

A. GENERAL EMPLOYMENT OF SUBSTITUTES

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. The board recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience also will be considered. All substitute teachers employed by the school system must either hold a valid teaching license or be at least eighteen (18) years of age and hold a high school diploma or its equivalent.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

The board, upon recommendation of the superintendent or designee, shall adopt a list of approved substitutes for employment by the school system. The human resources office shall maintain the list and provide the list to each principal. Only individuals on the approved list may be asked to assume the duties of a teacher and will be recognized by the school system as eligible for compensation for performing such duties.

All approved substitute teachers must attend an orientation session conducted through the human resources office, including training about applicable policies, regulations, and other rules. However, substitutes who are licensed, were previously employed by the school system, and resigned or retired in good standing within the last five years are not required to attend an orientation session. The superintendent or designee shall provide for the ongoing training and professional development of approved substitute teachers as feasible.

A substitute teacher shall assume all responsibilities and perform all duties of the regularly assigned classroom teacher, including any lesson plans and other plans for classroom management as prepared and provided by the regularly assigned classroom teacher.

B. TEACHER ASSISTANTS AS SUBSTITUTES

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

C. STUDENT TEACHERS AS SUBSTITUTES

The board discourages the use of student teachers as substitute teachers by the school system. However, in the event of an emergency or other special situation, the use of a student teacher as a substitute teacher may be approved by the human resources office upon

the student teacher's attendance at an orientation session for substitute teachers. Such approval is contingent upon agreement by the principal, the student teacher, and the student teacher's program or university supervisor, consistent with any policies or regulations established by the student teacher's teacher education program.

A student teacher may serve as a substitute teacher for only his or her supervising or cooperating teacher. A student teacher shall not serve as a substitute teacher on two or more consecutive days or for more than a total of five days per semester.

After a student teacher has completed his or her student teaching experience within the school system, he or she may request to have his or her name added to the list of approved substitutes.

D. PARENTAL NOTIFICATION

In accordance with policy 1320/3560, Title I Parent and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6312(e)(1)(B)(ii); G.S. 115C-12, -36, -47, -332; 16 N.C.A.C. 6C .0313, 16 N.C.A.C. 6C .0403; State Board of Education Policies NCAC-6C.0313, NCAC-6C.0403

Cross References: Title I Parent and Family Engagement (policy 1320/3560), Recruitment and Selection of Personnel (policy 7100)

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