

Substitute Teachers

Board Policy: P-11
Adopted: February 8, 1993
Revised: August 10, 2009

I. General Policy Statement

Recognizing that effective substitute teachers make a significant contribution to the school program, this policy establishes guidelines for their procurement, training and responsibilities. The Board believes that every effort should be made to employ the best-qualified substitute teachers.

II. Qualifications and Salary Rates

To make application to become a substitute a person must be at least 18 years of age and hold a high school diploma. See Policy P-19 Personnel Selection for other requirements.

- A. The daily rate of pay for a substitute who has documented proof of having completed the requirements for a teaching certificate shall be 65% of the daily rate of an entry-level bachelor's degree certified teacher. Certified substitutes are required to attend a six (6) hour local orientation session prior to substituting.
- B. The daily rate of pay for a substitute not holding a teaching certificate shall be 50% of the daily rate of an entry-level bachelor's degree certified teacher. These individuals are required to attend a six (6) hour orientation session prior to substituting. In addition other training sessions may be scheduled to assist them in performing their duties.
- C. Certified substitutes who have been previous employees of Haywood County Schools and have resigned/retired within the last five years in good standing will not be required to attend the orientation session.

III. Temporary Approval

When it is impossible to secure a substitute from the approved list or when it is in the best interest of the program and the principal is aware of an excellent prospect for substituting, he or she should call the Human Resource Officer to obtain temporary approval. It will be necessary for that substitute to attend the next appropriate 6 hour orientation session.

IV. Responsibilities

- A. A substitute teacher will submit to a criminal records check (See P-19).
- B. A substitute teacher shall perform all duties that are required of the regular classroom teacher.
- C. A substitute teacher working under the direction of the school principal shall be afforded the same protection by public school law as the regular classroom teacher.
- D. Classroom teachers shall prepare a substitute-teaching folder, which contains plans and information necessary for the substitute teacher to continue the instructional program.

V. Student Teachers as Substitutes

The use of student teachers as substitute teachers is discouraged. The intent of the student teaching experience is to provide supervised time and opportunity for the student to learn and grow as a professional educator under the close supervision of cooperating teachers.

- A. Student teachers may accept substitute-teaching responsibilities only after completing the 6 hour orientation session and in emergency circumstances for their supervising teacher, with the agreement of their principal and the university supervisor.
- B. Student teachers who serve as substitute teachers are eligible for non-certified substitute teacher pay and may substitute only for the teacher to which they are assigned.
- C. A student teacher may not serve as a substitute teacher on two consecutive days or for more than five days in the semester.
- D. After the student teacher has completed their student teaching, their name will be added at their request, to any school's substitute teacher list.

VI. Additional Regulations

- A. The superintendent shall furnish each principal with an approved master substitute list.
- B. All substitute teachers shall be encouraged to attend instructional-related activities conducted in the school system to continually upgrade their knowledge and skills.
- C. When a deduction is required to be made from a teacher's salary (Personal Leave) and a substitute is not employed, the deduction shall be at the rate of 50% of the daily rate of an entry-level bachelor's degree certified teacher.
- D. Units of employment for substitute teachers shall be in half or full days. If teaching responsibilities are for less than one half day, the deduction shall be at the one half day rate.

References: State of North Carolina Employee Benefits Manual, State Board of Education Policy Manual, General Statutes 115C-307, -309, -332, -390, -391, -400