

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Arrangements for Substitutes	790
---	--	------------

The policy of the Board of Public Education is to employ for the day the most competent substitute teacher available when the regular teacher is absent.

1. **Qualified Substitute Teacher**

In the absence of the regular classroom teacher, it is the responsibility of the local Principal or his designee to secure a qualified substitute teacher. A qualified substitute teacher must be approved by the Board and shall be defined as:

- a. Certified teacher
- b. Four year college degree
- c. One or more years of college completed
- d. Associate degree
- e. High school degree and skilled or knowledgeable in area of critical need as determined by the Director for Personnel

The Board authorizes the use of an employed teacher assistant as a substitute teacher until the resolution has been rescinded by the Board.

2. Principals will call substitute teachers in priority order listed above – a, b, c, d, and e; however, the Principals, in cooperation with the Personnel office, shall use reasonable judgment in the selection of substitutes on those occasions when the supply is limited and late notification is received from the teacher.

Principals are responsible for securing substitute teachers from the list approved by the Board. Teachers are to report to their Principals as soon as possible after determining a need to be absent.

If the school secretary or other classified personnel is used to make arrangements for substitutes, such work must be compensated according to the Fair Labor Standards Act.

3. Teachers are required to leave daily lesson plans, schedules and seating charts for guidance to the substitute.

Substitute teachers shall be employed in accordance with State Board of Education regulations.

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Arrangements for Substitutes	790
---	--	------------

QUALIFICATIONS

All three primary prerequisites listed below must be satisfied by any substitute teacher applicant desiring to have his name listed on the CASWELL COUNTY PUBLIC SCHOOLS -- APPROVED SUBSTITUTE TEACHERS' list.

1. Applicant must have attained the minimum education legal requirement as established by the Caswell County Board of Public Education. The requirement states that the applicant must have completed a minimum of one or more years in an institute of higher education.*

*Exception to this prerequisite will be if the applicant is skilled and/or knowledgeable in an area of critical need as determined by the Director of Personnel, Caswell County Public Schools.

2. The applicant must complete all necessary application materials and should provide appropriate documentation verifying education level, identification, health examination, and must be fingerprinted.

Applicant's name shall be entered onto the CASWELL COUNTY PUBLIC SCHOOLS--APPROVED SUBSTITUTE TEACHERS' list when all application requirements are completed and filed in the office of the Director of Personnel.

3. Applicant's name shall be submitted for final approval to the Caswell County Board of Public Education.

PROCEDURES AND GUIDELINES

1. A substitute teacher must maintain a satisfactory performance status in all schools where he substitutes.

A school Principal who deems the performance of any substitute teacher to be less than satisfactory shall submit a letter indicating his performance evaluation of the substitute to the Director for Personnel. As the Board's designee, the Director of Personnel shall act accordingly to determine whether said substitute's name shall continue to be listed on the Substitute Teachers' list or be removed from it.

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Arrangements for Substitutes	790
---	--	------------

2. Student teachers may not be utilized as substitute teachers except for their immediate Supervisor, and then only within regulations as established by their institution.
3. All substitutes are required to wear a photo ID badge, provided by Caswell County Public Schools, while substituting in any school in the district.