

SUBSTITUTE TEACHERS POLICY

I. POLICY STATEMENT:

It is the policy of the St. Johnsbury School District to employ substitute educators who will meet the minimum qualifications outlined by State Board of Education Rule.

II. QUALIFICATIONS:

No person will be placed on the qualified substitute list unless that person has graduated from high school. The Superintendent may establish additional requirements and will comply with State Board of Education rules on hiring licensed and unlicensed substitute teachers as appear in the definitions below. In addition, the Superintendent shall develop rules and procedures as may be necessary to ensure that only qualified individuals are hired as substitute teachers.

III. DEFINITIONS:

Unlicensed Persons: An unlicensed person may be employed as a substitute teacher for up to fifteen consecutive days per educator absence. Under circumstances allowed by State Board Rule 5510.2, the Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an extension of the fifteen-day limit for specific substitute teachers, or for emergency licenses as provided in State Board Rule 5360. As further required by State Board Rule, the search for a licensed educator shall continue throughout any such extension or emergency license period.

Licensed Educators: A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty days per teacher absence. Under circumstances allowed by State Board Rule 5510.2, the Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an extension of the thirty-day limit for specific substitute teachers, or for emergency licenses as provided in State Board Rule 5360. As further required by State Board Rule, the search for a licensed educator shall continue throughout any such extension or emergency license period.

Legal Reference(s): Vt. State Board of Education Manual of Rules & Practices §§5360, 5510, 5520
16 V.S.A. §558 (Employment of school board members)

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

DATE WARNED: JANUARY 24, 2008
DATE ADOPTED: FEBRUARY 18, 2008