

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

<b>Date Submitted:</b> August, 1994 <b>Date Reviewed:</b> May 25, 1999 September 19, 2006 March 17, 2009	<b>Number:</b> 700-20
<b>Subject:</b>  Substitute Teachers	<b>Date Approved:</b> June 21 1983 October 17, 2006 May 26, 2009 <b>Date Revised:</b> December 20, 1988 September 20, 1994 June 15, 1999 September 19, 2006 March 17, 2009 <b>Effective Date:</b> July 1, 1999 October 17, 2006 May 26, 2009

## 1. PURPOSE

To establish guidelines and procedures which will assist in the standardization for obtaining substitute teachers for the Somerset County Public Schools.

## 2. BACKGROUND

Competent substitutes are needed to provide a continuing instructional program for students at a time when teachers are ill and cannot work or when absent from the school for professional reasons. The Board seeks quality substitutes who are qualified and able to deliver lessons effectively. A substitute teacher shall be a person who is fully qualified based upon policy guidelines.

## 3. PROCEDURES AND GUIDELINES

Substitute teachers are those who are employed to replace regularly assigned teachers who are on leave. Substitute teachers may also be assigned to temporary vacancies until a certified teacher is employed.

All substitute teachers must possess a High School Diploma.

Only substitutes with four-year college degrees will be considered for long term substitute jobs of twenty days or longer.

All persons who wish to substitute must obtain and complete a substitute teacher's application form. It should be returned to the Human Resources Director with all the necessary credentials.

All substitutes must complete an inservice program under the auspices of the Somerset County Board of Education. This workshop will be offered each year in May and at other times when deemed necessary.

Individuals cannot be used as substitute teachers until they have fulfilled all employment requirements, including completion of application, evidence of educational background, completion of inservice requirements, have been fingerprinted for child care, and have met any other requirements as provided by law.

Substitute teachers are selected by the individual school from an approved list maintained by the Human Resources Department and circulated each year to all principals. It is recommended that prospective substitutes contact principals to establish times to volunteer in order to familiarize themselves with school policies and procedures and increase their likelihood of being employed.

**Long-term Substitute**

A long-term substitute is a substitute teacher who will work a minimum of twenty (20) consecutive work days in the same assignment for a regular classroom teacher who is on some type of leave. A long term substitute should minimally possess a Bachelor's degree and preferably hold teacher certification.

**Short-term Substitute**

A short-term substitute is a substitute who works less than twenty (20) consecutive work days.

**Payment of Substitutes**

The Board of Education pays substitute teachers according to their degree status. Those who have earned a Bachelor's degree or higher are paid at the rate established by the salary scale for degreed substitutes each year. Those substitutes who have not earned a degree will be paid at the non-degreed rate established for substitute teachers each year.

Documentation of an earned degree must be presented before payment will be made at the rate established for long-term substitutes.

Substitutes will be paid the same as all employees, on the 15<sup>th</sup> and 30<sup>th</sup>, or the last working day of each month. The days worked from the first day of the month to the fifteenth will be in the end of the month check, days work from the sixteenth of the month to the last day of the month will be in the fifteenth of the month paycheck.

**Hours of Work**

Substitutes are expected to work the regular teacher's schedule and perform the same duties as those assigned to the regular teacher, unless otherwise informed by the principal or his/her designee. Beginning and closing times vary from school to school and the time that the substitute is to be on duty will be made clear by the principal at the time of the assignment call. Substitutes are not to leave the building during the teacher's planning period.

**Substitute Lesson Plans**

Teachers are required to leave lesson plans for the substitute teacher. These will be found in the school office or on the teacher's desk. In emergency situations, emergency lesson plans will be found in the school office. At the end of the day, the substitute is expected to leave a detailed explanation of what was done during the teacher's absence.

**Evaluation**

The classroom teacher, on return to school after an absence, will submit to the principal an evaluation of the substitute's service. The evaluation will be based on the substitute's implementation of the regular classroom teacher's plan and on the substitute's summary report. A form will be provided for the evaluation. The building principal may also evaluate the substitute.

Three unsatisfactory evaluations will constitute grounds for removal of an individual's name from the eligibility list.

Each individual will be notified in writing when his/her name is removed from the eligibility list and the reason for such action.

**Use of Substitutes**

Substitutes are provided for ~~(1)~~ a vacancy in the classroom.

Substitutes will be employed only on days when schools are open for students. For field trips, the regular teacher will accompany his/her students and substitutes should not be provided for this purpose, except in emergency or special situations. If special funds are available, request for use of such funds for substitutes for classroom teachers will be submitted to the Director of Finance. In most cases, no substitutes will be hired in the absence of the following staff members unless they are absent for an extended period of time and deemed necessary by the superintendent.

Central Office Staff  
Administrators  
School Counselors  
Learning Support Specialists  
Computer Lab Assistants

Clerical Staff  
Behavior Intervention Specialists  
Instructional Facilitators  
Reading Coaches  
Other positions as designated by the Superintendent

Paraprofessionals may serve as substitute teachers only by mutual agreement of the principal and and employee, or in emergency situations. The intent of this provision is to enable teaching assistants to be used for substitute purposes when regular substitute teachers are not available. No substitutes will be hired except with the appropriate supervisor's approval.

**Insurance**

Substitute teachers are not covered under the group medical insurance plan but are not covered by Workmen's Compensation and Liability Insurance while performing their job duties.

**Assignments**

The substitute teacher is required to report to the school office immediately upon arrival to receive instructions for the day. Substitutes are approved on a year-to-year basis. The name of an approved substitute will be removed from the list if a substitute refuses assignments without just reason.

A list of substitutes with names and telephone numbers, special requests as to the grade levels desired, and kind of certificate held is maintained in the central office and in each school. The principal or his designee will make all calls in regard to substitute teaching services.

If a substitute's services are requested beyond the first day, the principal of the building or his designee will indicate this to the substitute before he/she leaves at the end of the first day of substitution services.