
**WALDEN SCHOOL BOARD POLICY
SUBSTITUTE TEACHERS**

Prepared for 1st reading: 10/2/07 Policy Warned for Hearing: 12/4/07 Adopted: 12/04/07
Prepared for 2nd reading: 11/06/07

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___

Policy

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

Qualifications

No person will be placed on the qualified substitute list unless that person has graduated from high school, is deemed appropriate by the Superintendent or Principal and has completed a criminal records check at their own expense.

Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to fifteen consecutive days per educator absence. The Superintendent may apply for an extension of the fifteen day limit for specific substitute teachers, or for emergency licenses. 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. The Superintendent may apply for an extension of the thirty day limit for specific substitute teachers, or for emergency licenses. The search for a licensed educator shall continue throughout any such extension or emergency license period.

Administrative Responsibilities

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee.

The Principal or his or her designee will conduct an orientation session for substitute teachers. Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

The search for a licensed educator should continue through any extension.

Substitute teachers will be paid per diem wages as determined by the School Board from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.