

# ADDISON NORTHWEST SCHOOL DISTRICT POLICY

**SECTION: PERSONNEL**

**CODE: B1**

**TITLE: SUBSTITUTE TEACHERS**

## **Policy**

It is the policy of the Addison Northwest School District to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE), as well as the additional requirements established by this policy.

## **Qualifications**

No person will be placed on the qualified substitute list unless that person has graduated from high school.

## **Unlicensed Persons**

An unlicensed person may be employed as a substitute teacher for up to thirty (30) consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

## **Licensed Educators**

A substitute teacher who is licensed but not appropriately endorsed for the position for which he/she is employed may fill a position for thirty (30) consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty (30) days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

## **Administrative Responsibilities**

A list of qualified substitute teachers, organized by grade level and subject, will be prepared annually by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his/her designee will conduct an orientation session for substitute teachers each year, including information on the prevention, identification, and reporting of child sexual abuse, as required by 16 V.S.A. 563(a). Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

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

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*Date Warned:* December 13, 2016  
*Date Adopted:* December 28, 2016  
*Legal Reference(s):* Vt. Standards Board for Professional Educators Rules Practices §5381 et seq.  
16 V.S.A. §558 (Employment of school board members)  
16 V.S.A. §251 et seq. (Access to Criminal Records)  
*Cross Reference:* Personnel: Recruitment, Selection, Appointment and Criminal Records Checks (B20)