

5340 SUBSTITUTE TEACHERS: RECRUITMENT AND QUALIFICATIONS

The Human Resources Department will coordinate the recruitment and selection of substitute teachers. Every effort will be made to employ only those substitute teachers whose training and experience is comparable to training and experience required for licensure by North Carolina Teacher Licensure Standards. Preference will be given to college graduates with prior teaching experience, teacher training, or other special qualifications in the subject area. Qualified applicants shall be recommended to the Board of Education by the Superintendent. Following approval by the Board, the names of approved substitutes shall be placed in the official substitute register prepared and distributed by the Human Resources Department.

The Human Resources Department shall follow the following procedures:

- A. Conduct a personal interview of each applicant.
- B. Evaluate each applicant's experience.
- C. Recommend qualified applicants to the Superintendent.
- D. Maintain and distribute the official register of substitutes as approved by the Board of Education.
- E. Ensure that each applicant receives a criminal records check.

Principals are to use the following procedure in selecting a substitute:

- A. Make every effort to select substitutes from the register provided by the Human Resources Department.
- B. Deviate from this register only in emergency situations. When this is necessary the principal shall get advance approval of the Superintendent or designee and provide the Human Resources Department with the name, address, and telephone number of the substitute as soon as possible.

Principals are encouraged to suggest to potential substitute candidates that they make application to the Human Resources Department.

Student teachers will not normally be used as substitute teachers. Any use of student teachers as substitutes must be approved by the Human Resources Department. This approval is contingent upon agreement by the student teacher and the principal.

Parent Notification

In accordance with policy 2135, Title I Parent and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Substitute Teachers: Use and Compensation

Substitutes must be provided for those teachers who have regular classroom assignments and for those teachers whose assignments are used for released time.

Substitutes should be provided for specialists and resource teachers if it is in the best interest of the students and an appropriate substitute is available.

All substitutes must be paid through the regular payroll procedure.

The Board of Education discourages the use of teaching assistants to serve as substitute teachers. A principal may assign a teaching assistant to serve as a substitute teacher only when a substitute teacher cannot be found after a reasonable search.

If a teacher assistant acts as a substitute teacher, he/she will be paid for that service as required by law. Special programs teacher assistants may not be assigned to serve as substitute teachers.

LEGAL REF: ~~G.S. 115C-12(8), 45, 276, 307; 16 NCAC 6C.0403~~ Elementary and Secondary Education Act, 20 U.S.C. 6312(e)(1)(B)(ii); G.S. 115C-12, -36, -47, -332; 16 N.C.A.C. 6C .0313, 16 N.C.A.C. 6C .0403; State Board of Education Policy TCP-A-001, TCP-D-005

CROSS REF: Title I Parent and Family Engagement (policy 2135), Recruitment and Selection (policy 5020)

ADOPTED: February 7, 2005

AMENDED:

EDENTON-CHOWAN BOARD OF EDUCATION