

SOUTH BURLINGTON SCHOOL DISTRICT

**SUBSTITUTE TEACHER
ADMINISTRATIVE PROCEDURES**

PROCESSING SUBSTITUTE TEACHER APPLICATIONS

- 1) Prospective candidates for the position of substitute teacher will be provided with all necessary application materials. Upon receipt of a completed application for the position of substitute teacher and other forms by the human resources department, a substitute teacher application checklist will be filled out to document the receipt and completion of the following:
 - Application
 - Resume
 - Letters of Recommendation
 - Transcript(s)
 - Sub-Hub Certificate
 - Copy of License/Endorsement
 - I-9 Document that establishes identity and employment eligibility
 - W-4 Form
 - Employee Declaration of Health Care
 - Request for Release of Criminal Record Check Form (*To obtain Fingerprint Results from other School District or Vermont Department of Education*)
 - Request for Criminal Record Check Form
 - Payment Fee for Criminal Record Check
 - Fingerprint Card

Forms related to the criminal record check, identity, and employment eligibility will be forwarded to the appropriate agencies.

- 2) Personnel within the human resources department will complete a reference check to determine the suitability of the applicant for employment as a substitute teacher.
- 3) Applicants determined by the human resources department to be suitable for employment as substitute teachers will be placed upon a substitute teacher list maintained in the central office and updated on a weekly basis.

EMPLOYING SUBSTITUTE TEACHERS

- 1) In order to ensure that the most qualified personnel are procured to serve as substitute teachers:
 - Only those individuals on the approved substitute teacher list will be employed when needed.

- Every effort will be made to hire a licensed substitute teacher who is endorsed in the content area and/or grade level in which they will serve.
 - If a person is hired to substitute who is not on the approved substitute teacher list, the employing agent will notify the human resources office as soon as possible in order to complete the appropriate paperwork.
- 2) Individual school principals or their designees will be responsible for procuring substitute teachers.
 - 3) The principal or designee will contact the human resources department if the substitute teacher does not meet expectations relative to performance of the required duties of supervision, classroom management, or the implementation of lessons that the regular classroom teacher has provided.

TEACHER RESPONSIBILITIES

All teachers must complete appropriate advanced plans for instruction and learning opportunities. Every teacher will have a minimum of one day of advanced planning available to the main office or Curriculum Area Supervisor at all times for emergency purposes. All teachers who have a planned absence will provide adequate lesson plans for all days of the planned absence. In the event of a planned absence, personal information regarding essential student health and safety needs should be communicated to the substitute teacher by the regular classroom teacher.

RATE OF PAY

The following rates of pay will be used for daily substitute teachers:

One (1) to twenty (20) days of service	\$70.00
Twenty-one (21) days or more	\$85.00

The days listed above will be cumulative from year to year unless there is a break in service of one year; if that occurs; the rate reverts to the starting compensation of \$70.00/day. For the purpose of determining category designation, all substitute teaching and substitute instructional assistant days will accumulate to the 21-day level.

LONG-TERM SUBSTITUTE TEACHERS

- 1) A long-term substitute teacher assuming all planning, reporting, and classroom responsibilities for a staff member who is to be away for one week or more (commencing on the sixth consecutive work day) will be paid at the per diem rate equal to the base teacher per diem pay (\$200.59 for 2007-2008). This long-term substitute teacher pay applies only in instances of a planned absence where the Superintendent is informed that a situation requires that a substitute teacher will be

assuming all responsibilities of the classroom. It does not apply when a substitute teacher begins a daily substitute assignment with the understanding that it is to be limited in days, but evolves into more than five days. In such instances, the Superintendent will evaluate the situation after five days of temporary substitute teaching.

- 2) Substitutes for teachers on Board approved leaves of absences without pay will be provided with a one-year (or pro-rated) contract consistent with the agreement between the Board and the South Burlington Educators' Association.
- 3) At no time will benefits be provided to long-term substitutes if the teacher on leave is still receiving benefits. Exceptions may be made at the discretion of the Superintendent.