



# The Pomfret School

CHALLENGING THE MIND ★ ENCOURAGING THE HEART

CODE: D6

## SUBSTITUTE TEACHERS POLICY

### **Policy:**

It is the policy of The Pomfret School Board of Directors to employ substitute educators who will meet the minimum qualifications outlined by State Board of Education Rules.

### **Qualifications:**

No person will be placed on the qualified substitute list unless that person has graduated from high school and meets the following additional minimal requirements:

#### ***Unlicensed Persons:***

An unlicensed person may be employed as a substitute teacher for up to fifteen consecutive days per educator absence. The Commissioner of Education may grant an extension for an additional fifteen days upon application by the Superintendent when evidence of the unavailability of a licensed educator or other compelling reasons have been presented. The Superintendent may apply for additional extensions, or when appropriate, seek a waiver pursuant to Section 5350 of the State Board of Education Rules.

#### ***Licensed Educators:***

Substitute teachers who are licensed but not appropriately endorsed for the position they are employed in or are asked to fill a position for more than thirty days per teacher absence only when the Superintendent secures an extension allowing such employment from the Commissioner of Education after providing evidence of the unavailability of a licensed educator with appropriate endorsement or other compelling reasons. The Superintendent may apply for additional extensions, or when appropriate, seek a waiver pursuant to Section 5350 of the State Board of Education Rules.

### **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 for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year. Each teacher under contract will compile a packet of information containing pertinent substitute 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 Superintendent 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.

*Legal Reference(s):* *Vt. State Board of Education Manual of Rules & Practices §§5350, 5510, 5520*

*16 V.S.A. §558 (Employment of school board members)*

*Cross Reference:* *Personnel: Recruitment, Selection, Appointment and Criminal Records Checks (D1)*

<b><u>Unit:</u></b>	<b><u>Board of:</u></b>	<b><u>Warned</u></b>	<b><u>Adopted</u></b>
Pomfret		10/7/04	11/4/04