

SHERBURNE ELEMENTARY SCHOOL

SUBSTITUTE TEACHERS

Policy

It is the policy of the Sherburne Elementary School 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 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 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 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.

*Date Warned: February 8,
2005*

*Date Adopted: March 8,
2005*

*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)*

Diane Miller

Sherburne Elementary School

Substitute Teachers Pay

Certified substitute teachers will be paid \$ 70 per day for short-term service without the need to prepare lessons and record student progress. When substitute teachers are required to prepare lessons and assess and record student progress, but are employed in the same position for a period of less than fifteen continuous days, the daily rate of pay will be \$ 65 for those who do not hold a license in a related teaching field and \$ 75 for those who do hold such a license. Substitute teachers who are expected to plan lessons and evaluate and record student progress for a period of fifteen days per teacher absence will be paid \$ 75 per day when licensed but not appropriately endorsed or when licensed and appropriately endorsed. Long-term substitute teaching of more than thirty consecutive days per teacher absence will be compensated through a pro-rated portion of the salary for the first year teacher when the long-term substitute is licensed and appropriately endorsed. When licensed but not properly endorsed the same compensation would apply. However, a waiver from the commissioner, which would be requested by the superintendent, would be required. Additional fees may be granted if the Board feels that extra ordinary effort regarding preparation is required. A detailed account and recommendation by the principal would accompany the request for additional fees.

Substitute teachers who are licensed but not appropriately endorsed will be employed for more than thirty days per teacher absence only when the superintendent secures an extension allowing such employment from the commissioner in compliance with regulations of the State Board of Education.