

# **SUBSTITUTE TEACHERS**

**[B1]**

## **I. PURPOSE**

This policy states how Thetford Academy will comply with Vermont state regulations regarding the employment of substitute teachers.

## **II. POLICY**

It is the policy of Thetford Academy to employ substitute educators who meet or exceed the minimum qualifications outlined by the Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

## **III. COMPONENTS OF POLICY**

### **A. Qualifications**

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

### **B. Unlicensed Persons**

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The Head of School (or his/her designee) may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in the VSBPE Rules.

### **C. 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 up to thirty consecutive calendar days in the same assignment. The Head of School (or his/her designee) may apply to the Vermont Standards Board for Professional Educators or its designee for (i) an additional thirty days for the specific substitute teacher, or (ii) a provisional license for that teacher as provided in the VSBPE Rules.

### **D. Administrative Responsibilities**

The Head of School (or his/her designee) shall develop a list of qualified substitute teachers, organized by grade level and subject.

The Head of School (or his/her designee) shall conduct an orientation session for substitute teachers each year, including information on the prevention, identification, and reporting of child sexual abuse, as required by Vermont statute.

The Head of School (or his/her designee) shall ensure that each teacher under contract compiles a packet containing pertinent substitute-teacher information as defined by the Head of School (or his/her designee).

Substitute teachers shall be paid per diem wages as determined by the Head of School (or his/her designee) 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.

ADOPTED: May 22, 2018