

Barnard • Bridgewater • Killington • Pomfret • Reading • Woodstock • Woodstock Union Middle/High

B1

SUBSTITUTE TEACHERS POLICY

Policy:

It is the policy of the districts of Windsor Central Supervisory Union to employ substitute teachers who will meet the minimum qualifications outlined by The Vermont Standards Board for Professional Educators Rules (5380).

Qualifications:

No person will be placed on the qualified substitute list unless that person has graduated from high school. Preference will be given to individuals holding bachelor's degrees or associates degrees in that order:

Time Limits and Extensions:

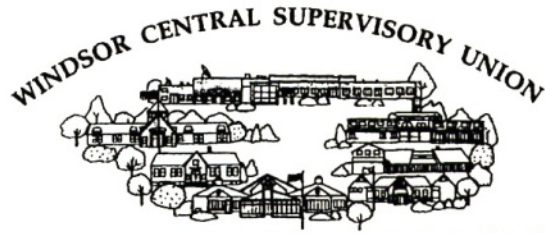
An unlicensed person may be employed as a substitute teacher for up to thirty (30) consecutive calendar days in the same assignment. In order to continue to employ the unlicensed person in this assignment beyond thirty (30) days, the Superintendent shall apply for an Emergency or Provisional License for the person pursuant to §§ 5350 and 5360 of State Rules.

Licensed Educators may substitute in a field outside of their endorsement field for thirty (30) consecutive calendar days in the same assignment. Upon application by the Superintendent, the Standards Board or its designee may grant one extension for an additional thirty (30) days. In order to continue to employ a licensed educator beyond sixty (60) days outside of his/her endorsement field, the Superintendent shall apply for a Provisional License for the person pursuant to § 5350 of the State 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 Supervisory Union.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year. Licensed teachers shall be exempt from this requirement. Each Teacher under



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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)

| District: | Warned | Adopted | Re-Warned | Re-Adopted |
|------------------|---------------|----------------|------------------|---------------------|
| Barnard | 4/28/04 | 6/23/04 | 6/3/14 | |
| Bridgewater | 10/18/04 | | 4/1/14 | |
| Killington | 9/9/04 | 10/7/04 | 6/13/14 | 8/1/14 (amended) |
| Pomfret | 9/21/04 | | | |
| Reading | 1/1/01 | 3/13/01 | | |
| Woodstock | 3/3/04 | 4/7/04 | 6/9/14 | |
| WUHS | | | | |
| WCSU | | 12/5/94 | | |