

SUBSTITUTE TEACHERS

It is the policy of the South Burlington School District to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

Qualifications: No person will be placed on the qualified substitute list unless that person has graduated from high school, has satisfactorily completed a criminal records check, and has completed the District's required online training.

Preferences for placing a person on the substitute list will be given to college graduates and those with an education degree.

Unlicensed Persons: An unlicensed person may be employed as a substitute teacher for up to thirty (30) consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators (VSBPE) or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

Licensed Educators: A substitute teacher who is licensed, but not appropriately endorsed for the position for which he or she is employed, may fill a position for thirty (30) consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty (30) days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

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, including information on the prevention, identification, and reporting of child sexual abuse, as required by 16 V.S.A. 563(a).

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, as well as on the length of service and the credentials of the substitute teacher.

Each teacher under contract shall compile a packet of information containing pertinent substitute teacher information as defined by the principal.

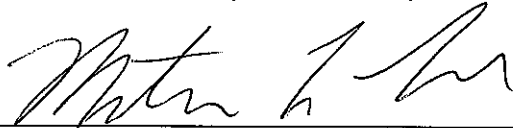
The Superintendent shall develop administrative procedures for evaluating substitute teachers to determine they are being effective in the classroom.

**SOUTH BURLINGTON SCHOOL DISTRICT
POLICY D1 SUBSTITUTE TEACHERS
PAGE 2 OF 2**

Date Policy Warned: December 6, 2017
Date Policy Considered: December 19, 2017
Date Policy Adopted: January 3, 2018

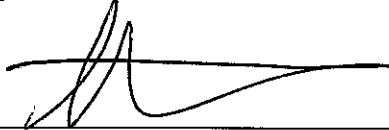
South Burlington School District Board of School Directors

Elizabeth E. Fitzgerald, Chairperson

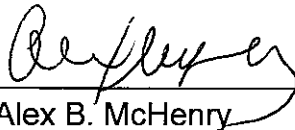


Martin J. LaLonde, Clerk

Bridget M. Burkhardt



Stephen T. Wisloski



Alex B. McHenry

AUTHORITY AND CROSS REFERENCE

Legal References

Vt. State Board for Professional Educator Rules SS5381 et seq.

16 V.S.A. S558 (Employment of school board members)

16 V.S.A. §251 (Access to Criminal Records)

Cross References

Personnel: Recruitment, Selection, Appointment and Criminal Records Checks Policy