

North Country Supervisory Union Common Board Policy Manual

PERSONNEL

D.6 SUBSTITUTE TEACHERS & PARAEDUCATORS

Policy

It is the policy of the North Country Supervisory Union School Districts 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 and meets the following additional minimal requirements:

Individuals wishing to substitute in the North Country Supervisory Union must meet the requirements of the law: Minimum of 48 College credits; for Para Educators a Para educator Certificate and portfolio; or successfully passing the Para Pro test. The superintendent may approve a waiver of this standard on a case by case basis.

The Superintendent will request a criminal records check through the Vermont Crime Information Center (VCIC) on any candidate he or she is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the state of Vermont and any state in which the Superintendent has reason to believe the applicant has resided or been employed. The Superintendent shall maintain such records in accordance with state law.

Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators 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 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 days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

Retired Educators

Retired teachers are those who have withdrawn from active service and are qualified to receive a retirement allowance and may hold a Retired Educator License. The same requirements apply to retired educators as for an unlicensed persons if they do not hold a Retired Educator License and their Level Two License has expired.

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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.

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, assess assignments, and record student progress, as well as on the length of service and the credentials of the substitute teacher.

Date Approved:

Brighton	06/09/09	Morgan	06/04/09
Charleston	06/17/09	Newport City	06/15/09
Coventry	06/03/09	Newport Town	06/10/09
Derby	05/18/09	Troy	06/08/09
Holland	05/25/09	NCUHS	06/16/09
Jay/Westfield	06/16/09	NCUJHS	06/23/09
Lowell	06/02/09		

Date Revised:

Brighton	10/13/11	Morgan	
Charleston	11/16/11	Newport City	10/03/11
Coventry	10/19/11	Newport Town	10/12/11
Derby	09/26/11	Troy	
Holland	10/03/11	NCUHS	10/18/11
Jay/Westfield		NCUJHS	10/25/11
Lowell	10/19/11		

Legal

Reference(s):

Vt. Standards Board for Professional Educators Rules §§5381 et seq.

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

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

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