

QUALIFICATIONS OF SUBSTITUTE STAFF

The Superintendent will employ as many substitutes as needed to replace staff members who may be temporarily absent.

The following guidelines will be used in the hiring of substitutes:

- All individuals who apply to serve as substitutes will be required to complete an application and successfully pass a criminal record check.
- No person who is a member of the immediate family of any teacher or administrator may substitute for that teacher or administrator.
- Substitutes should hold an Associate Degree or equivalent in college training and/or professional experience. Exceptions will be considered on a case by case basis.
- If, in the judgment of the Principal and the supervising teacher, a student teacher is capable of serving as a substitute for the supervising teacher, she/he will be paid as a regular substitute teacher.
- Individuals who do not meet these qualifications may serve as substitute paraprofessionals.

Adopted: February 20, 1975, September 30, 1977

Revised: 7/27/83, 12/1/98

Reviewed: October 21, 2014