

TITLE: Substitute Teachers

CODE: D6
Mandatory

Policy

It is the policy of the Brattleboro Union High School District #6 to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule.

Qualifications

No person will be placed on the qualified substitute list unless that person has graduated from high school and successfully completes the District's application requirements.

Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to thirty consecutive 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.

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 to prepare lessons and assess and record student progress, on the length of service, and on the credentials of the substitute teacher. Substitute teachers who are expected to plan lessons and evaluate and record student progress for a period of twenty (20) days per teacher absence or more, will be paid 1/187th of the BA, step 1, level 1.

Date Warned: April 23, 2012

Date Adopted: May 7, 2012

Legal Reference(s): Vermont Standards Board for Professional Educators Rules §§5381 et seq.
16 VSA §558 (Employment of School Board Members)
16 VSA §251 et seq. (Access to Criminal Records)

Cross Reference: Personnel: Recruitment, Selection, Appointment and Criminal Records
Checks (D1)

BRATTLEBORO UNION HIGH SCHOOL
DISTRICT #6
Brattleboro, Vermont