

# Washington West Supervisory Union Model Policy

## Policy D6-R<sup>1</sup>

### D6-R: SUBSTITUTE TEACHERS

#### Policy

It is the policy of the member district schools of the Washington West Supervisory Union: Fayston Elementary School, Harwood Union High School, Moretown Elementary School, Waitsfield Elementary School, Warren Elementary School, and the Waterbury/Duxbury Union School District (Crossett Brook Middle School and Thatcher Brook Primary School) 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:<sup>2</sup>

- High School Diploma
- Successful Background Check and Fingerprinting
- 3 References (Personal and Employment)
- In Person Interview

#### Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment.<sup>3</sup> 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<sup>4</sup>

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.

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<sup>1</sup> See Rule 5381 of the Vermont Standards Board for Professional Educators (VSBPE). *Each local school board shall adopt a policy establishing employment qualifications for persons who substitute for educators in their absence. Each policy shall require at minimum that the substitute has graduated from high school.*

<sup>2</sup> Note that the only minimal requirement for substitute teaching that is imposed by VSBPE regulation is that substitute teachers must have graduated from high school. At the option of the school board, additional requirements may be adopted and listed in this policy,

<sup>3</sup> VSBPE Rule 5382

<sup>4</sup> The provisions in this section of this model policy are not required components of a school board policy on substitute teachers. They are intended to suggest subjects that might be included in a board policy on substitute teachers.

The Principal 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 and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

Date Warned: 08.29.13  
Date Adopted: FES: 09.17.13; HUHS: 09.18.13; MES: 09.09.13; W-D: 09.10.13; WES: 09.16.13; WS: 11.20.13  
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 (D1)

Revised 05/29/13