WINOOSKI SCHOOL DISTRICT

POLICY ON SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

It is the responsibility of the principal/administrator to assign a substitute to fill any vacancy caused by the temporary absence of a regular staff member. The substitute teacher will be selected from a list of approved substitutes furnished by the superintendent’s office.

It is the policy of the Winooski School District to employ substitute educators who will meet the minimum qualifications outlined by State Board of Education Rule. No person will be placed on the qualified substitute list unless that person has graduated from high school.

PROCEDURES: (also referred to as rules or regulations) are the specific directions that indicate exactly how school personnel and others will carry out the policies adopted by the School Board. Procedures will be developed by the Superintendent in consultation with staff and are attached. Procedures may change more frequently than the underlying policy and do not require adoption by the Board.

Reviewed and Updated:

1st Reading: March 13, 2019
2nd Reading: April 10, 2019
Approved by Board of School Trustees: April 10, 2019

Legal Reference(s): VT State Board of Education Manual on Rules & Practices §§ V.S.A. §5350, 5510, 5520

16 V.S.A. §558 (Employment of School Board Members)

Cross Reference(s): Policy #4111, Recruitment and Selection of Employees
Policy #4111a, Criminal Records Check
**PROCEDURES:**

**Unlicensed Persons:**
- An unlicensed person with a High School degree, or who is currently a college student, may only be used to substitute for an instructional assistant or support staff. Those college students that are currently student teaching or who have completed student teaching may be used as substitutes for teachers.
- An unlicensed person with a Bachelor’s degree or higher may be used as a substitute for a teacher.

**Licensed Educators:** Licensed educators may be used to substitute for instructional assistants, support staff or teachers. Substitute teachers who are licensed, but not appropriately endorsed for the position they are employed in, or are asked to fill a position for more than thirty days per teacher absence may do so only when the Superintendent secures an extension allowing such employment from the Commissioner of Education after providing evidence of the unavailability of a licensed educator with appropriate endorsement or other compelling reasons. The Superintendent may apply for additional extensions, or when appropriate, seek a waiver pursuant to Section 5350 of the State Board of Education Rules.

**Administrative Responsibilities:** A list of qualified substitute teachers, organized by grade level will be developed by the Superintendent or his/her designee for all schools in the District.

Long-term substitute teachers (substitute personnel hired to fill the position of an employee absent on an extended leave of greater than thirty (30) continuous days), will be entitled to the privileges and benefits afforded regular professional employees, with the exception that the term of employment will ordinarily cease at the scheduled termination of the regular teacher’s leave. In the event of a specialized and/or difficult to fill position, the 30 day minimum may be waived by the Superintendent with respect to salary.

A handbook with guidelines and responsibilities is provided to each substitute. Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

The search for a licensed educator should continue through any extension.

### DAILY RATE FOR SUBSTITUTE TEACHERS

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>PAY/DAY</th>
<th>DOCUMENTATION NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Graduate</td>
<td>$60.00/day</td>
<td>Copy of High School Diploma</td>
</tr>
<tr>
<td>College Student (Part Time enrollment status)</td>
<td>$65.00/day</td>
<td>Copy of College ID</td>
</tr>
<tr>
<td>College Student (Full Time enrollment status)</td>
<td>$75.00/day</td>
<td>Current College ID</td>
</tr>
<tr>
<td>College Graduate (Bachelor's Degree or higher)</td>
<td>$95.00/day</td>
<td>Copy of Diploma or Transcript</td>
</tr>
<tr>
<td>Licensed Educator (Bachelor's Degree or higher)</td>
<td>$110.00/day</td>
<td>Copy of Teaching License</td>
</tr>
</tbody>
</table>