

**POLICY #4122  
REQUIRED**

**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

2<sup>nd</sup> 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): WSD Procedure 401: Recruitment and Selection of Employees  
WSD Procedure 403: Criminal Records Check

**PROCEDURES:**

**Substitute Handbook and Compensation:** Please see [WSD Human Resources webpage](#)

**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.