

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: October 14, 1991

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1101, 1106</p> <p>3. Guidelines</p> <p>SC 111</p> <p>4. Delegation of Responsibility</p>	<p style="text-align: center;">405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional employees shall be employed in accordance with these guidelines.</p> <p>The Board shall approve annually the names of potential substitute teachers and other substitute professional employees and the positions in which they may be added to the list of substitute teachers by the Board during the school year.</p> <p>Substitute professional employees shall be governed by the general rules and regulations of the School Board affecting the regular professional employees.</p> <p>Substitutes should familiarize themselves as much as possible with the work in their field so that they may be ready to teach at any time they are called upon to do so.</p> <p>The utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.</p> <p>Each substitute employee shall be required to take the Loyalty Oath upon employment.</p> <p>The Superintendent shall:</p> <ol style="list-style-type: none"> 1. Recruit and screen candidates for substitute employment. 2. Develop procedures for the assignment of substitutes. 3. Develop methods of assessing substitute teachers.
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<p>School Code 111, 1101, 1106, 1148, 3701</p>	<p>4. Prepare a written statement for distribution to all approved substitutes informing them of their pay rate, status as employees, schedule of work and such other matters as will enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.</p> <p>A list of substitute employees with their addresses and telephone numbers, shall be filed in the office of the Superintendent; such lists also will be maintained by all principals.</p>
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