

Substitutes

Teachers

“**Substitute Teachers**” are defined as holding a Bachelor’s Degree or a Teacher Ascent Program (TAP) elementary certified teacher holding a Bachelor’s Degree.

A substitute teacher shall be a person fully qualified to instruct in the District and who is employed for short periods of time in the absence of the regular teacher. All substitute teachers offered employment by the District are subject to the successful outcome of security and criminal record checks in accordance with Board policies and regulations.

The District shall only hire applicants for substitute teaching positions who comply with the reference and background checks in accordance with District Policy and Administrative Regulations and who comply with the required disclosure requirements and after requesting information from the applicant’s prior employers and State Department of Education. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall hire only substitutes who are on such list.

Approved substitutes shall remain on such list as long as he/she is continuously employed by the District as a substitute teacher, provided the District does not have any knowledge of a reason that such person should be removed from the list.

Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the school principal or his/her designee.

Rates of compensation for substitute teachers will be set by the Board of Education.

It will be the responsibility of the school principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular faculty member. The substitute teacher will be selected from a list of approved substitutes furnished by the Superintendent’s office.

Only fully certified replacement substitute teachers will be assigned to classes whose regular teachers are on long-term leaves of absence of forty (40) days or more. The school principal or his/her designee will attempt to maintain as much continuity as possible by engaging only one substitute for the full period of absence of one (1) teacher and by calling back a substitute to serve in a classroom in which he/she has already performed successfully.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the District. However, substitute personnel hired to fill the position of an employee absent on an extended leave will be entitled to the privileges and benefits afforded regular professional employee, with the exception that the term of employment ordinarily will cease at the scheduled termination of the regular teacher’s leave. Substitute service will be granted in accordance with the Connecticut Teacher’s Retirement Board policies and regulations.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary or benefits within the limits as prescribed by law.

Paraprofessionals

“**Substitute Paraprofessionals**” are defined as minimally holding a High School Diploma.

A substitute paraprofessional shall be a person who is employed for short periods of time in the absence of a regular paraprofessional. All substitute paraprofessionals offered employment by the District are subject to the successful outcome of security and criminal record checks in accordance with Board policies and regulations.

Rates of compensation for substitute teachers will be set by the Board of Education.

It will be the responsibility of the school principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular staff member. The substitute paraprofessional will be selected from a list of approved substitutes furnished by the Superintendent’s office.

Substitute paraprofessionals will not participate in the health and welfare plans or other fringe benefits of the District.

Legal Reference: Connecticut General Statutes § 10-183v
Connecticut General Statutes § 10-145a
Connecticut General Statutes § 10-221d
Connecticut General Statutes § 10-222c, as amended by Public Act 16-67
Public Act 09-1
Public Act 09-6
Public Act 16-67

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