

PART-TIME EXEMPT AND NON-EXEMPT SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

Substitute teachers shall:

- (1) be at least 18 years old, with preference given to persons 21 years old or older;
- (2) possess good moral character;
- (3) hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education;
- (4) earned at least sixty hours of accredited college or university credit;
- (5) criminal background check;
- (6) transcripts;
- (7) three references and
- (8) attend orientation to school policies and procedures.

The Maggie L. Walker Governor's School Regional Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

A substitute teacher, as used in this section, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

The pay scale for substitute teachers is divided into two classifications:

- a. Degreed (2 or 4-year degree from a college or university)
- b. 60-120 Credit Hours (non-degree)

Long-Term Assignments

When it is known in advance that the regular classroom teacher is to be absent for an extended period of time due to illness or other extenuating circumstances, the director may seek a 'board substitute.' The board substitute will be a fully licensed teacher whenever possible. Any board substitute teacher working in a long-term single assignment for (21) days starts at the regular substitute rate but paid a higher rate after 20 days worked, On the 21st day, the rate will increase based on 1 year of experience of degree status (ex: Bachelor or Masters) of the current teacher's scale. A board substitute exceeding 20 days of service in a long-term single assignment will be retro paid at the higher rate after 21 days worked. Long-term substitutes are not paid for days not worked.

Part-Time Teachers

An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time.

In order to qualify for subsidized health and dental benefits per Regulation 5062-R, instructional staff must teach at least 4 of 5 sections, and non-exempt staff must work at least 30 hours per week.

Part-time teachers shall meet the certification requirements of the State Board of Education.

Interns

Arrangements for the utilization of interns in the school should be initiated through the director or his/her designee.

Student Teachers

The school may accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The director or his/her designee shall have the responsibility for the assignment and placement of student teachers in the school.

Student teachers shall not be used as substitute teachers.

Adopted: June 18, 2015

Amended: January 25, 2018

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

Cross Ref.: Pol 5015 Professional Staff Contracts
Pol 5020 Professional Staff Discipline
Pol 5022 Suspension of Staff Members
Regulation 5062-R Health and Dental Care Benefits