

## **SUBSTITUTE TEACHERS**

### **Substitute Teachers**

Substitute teachers must:

- be at least 18 years old;
- hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education;
- earned at least sixty hours of accredited college or university credit;
- criminal background check;
- transcripts;
- three references and

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

A substitute teacher, as used in this policy, 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. However, during the 2023-2024 and 2024-2025 school years, the Maggie L. Walker Governor's School Regional Board may employ a substitute teacher to fill such a vacancy for a period not to exceed 180 days 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 21<sup>st</sup> 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 retropaid at the higher rate after 21 days worked. Long-term substitutes are not paid for days not worked.

Adopted: June 18, 2015

Amended: January 25, 2018

Amended: October 15, 2020

Amended: October 19, 2023

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

Acts 2023, c.641.

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