

SUBSTITUTE TEACHERS

Substitute Teachers

Substitute teachers, also known as temporarily employed teachers, must:

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

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 (a) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (b) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 180 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. Non-degreed (60-120 credit hours from a college or university)
- b. Degreed (2 or 4-year degree from a college or university)

Long-term substitute teachers

Unless otherwise approved by the Superintendent of Public Instruction, substitute teachers who are employed to fill a vacancy for more than 90 teaching days for any course other than a course which requires a technical professional license, must also:

- hold a baccalaureate degree, and
- not meet the qualifications to apply for a provisional license or have held an active professional teaching license in Virginia within the past 10 years.

The Regional School Board executes a professional development plan with any substitute teacher employed to fill a vacancy for more than 90 teaching days, which plan sets forth a mentoring and coaching plan and, for any such substitute teacher who is interested in obtaining licensure, a proposed licensure timeline and set of strategies for obtaining licensure by the Board of Education that allows such substitute teacher to apply for licensure by or after a specific date deemed appropriate by the School Board.

Adopted: June 18, 2015
Amended: January 25, 2018
Amended: October 15, 2020
Amended: October 19, 2023
Amended: September 19, 2024
Amended: September 18, 2025

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
Pol 5074 Effect of Criminal Conviction or Founded Complaint of Child
Abuse or Neglect
Pol 5005 Professional Staff Probationary Term and Continuing Contract