

**A. GENERAL EMPLOYMENT OF SUBSTITUTES**

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. The board recognizes the importance of employing licensed teachers as substitutes and highly recommends the use of licensed teachers in long-term (more than 10 days) substitute positions. Completion of one year of college credit is required of all substitute teachers. Teaching experience also will be considered. Retired teachers of the Pitt County School System who apply for substitute work and who were successful while they were active will automatically be placed on the substitute list.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

New non-licensed substitute teachers are required to attend a staff development workshop within their first year to remain an active substitute teacher. All substitutes will be evaluated annually as indicated in the Substitute Handbook.

Hours of work may be determined and/or limited based on the guidelines of the Affordable Care Act.

**B. TEACHER ASSISTANTS AS SUBSTITUTES**

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

**C. PARENTAL NOTIFICATION**

In accordance with policy 1320/3560, Title I Parent and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education, 20 U.S.C 6312 (e)(1)(B)(ii); G.S. 115C-12, -36, -47, -332; 16 N.C.A.C. 6C .0313, 16 N.C.A.C. 6C .0403; State Board of Education Policies NCAC-6C.0313, NCAC-6C.0403

Cross References: Title I Parent and Family Engagement (policy 1320/3560), Recruitment and Selection of Personnel (policy 7100)

Adopted: November 7, 2016

Revised: September 25, 2017 (*technical corrections only*)