

PROPOSED REVISIONS: NOVEMBER 18, 2015

POLICY FAMILY	SUBSTITUTE TEACHERS	314
<p><u>314.</u></p> <p>Substitute Teachers</p> <p>Adopted 2/6/80 Amended 4/10/91 11/20/96 2/14/02</p>	<p>The Superintendent's office shall develop and maintain a list of substitute teachers in order to ensure the continuation of instructional programs in the absence of regularly assigned staff.</p> <ol style="list-style-type: none"> 1. An undergraduate degree from an accredited institution of higher learning is preferred for substitute teachers; a candidate who does not hold an undergraduate degree may be appointed if, in the judgment of the Director of Human Resources, military and/or workplace experience are sufficient in combination with the candidate's perceived overall suitability for the role. A higher education degree is desirable but not necessary for substitutes for paraprofessionals or other support personnel. All substitutes will be subject to whatever background check laws and policies are in effect at the time of their hire (e.g., CORI, fingerprinting, etc.). 2. Whenever possible, substitute teachers should also be certified by the Massachusetts Department of Elementary and Secondary Education (DESE). The district will follow state regulations related to when long-term substitutes must hold state licensure or a waiver from the DESE. 3. No substitute teacher shall be employed without the consent of the Superintendent of Schools. 4. School administrators will notify the Director of Human Resources if a substitute teacher does not meet the standards of the Shrewsbury Public Schools. The Director of Human Resources will determine when individuals are to be removed from the substitute list. 5. Upon hiring, all substitutes will receive information from the school district regarding general expectations for the role and safety, security, and emergency procedures. School-level administration will provide substitutes with written information about school procedures, as well as information regarding specific student needs where appropriate. 6. The Superintendent or designee will periodically review the compensation of substitute teachers and make recommendations for adjustments to the School Committee. 	