

**COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION
ST. ALBANS CITY, ST. ALBANS TOWN, FAIRFIELD,
BELLOWS FREE ACADEMY UNION DISTRICT HIGH SCHOOL #48,
AND NORTHWEST TECHNICAL CENTER**

CODE D6

Mandatory¹

SUBSTITUTE TEACHERS

Policy

It is the policy of the Franklin Central Supervisory Union to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

Minimum Education

No person will be placed on the qualified substitute list unless that person has graduated from high school.

Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to thirty (30) consecutive school days in the same assignment.² The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

Licensed Educators

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

Administrative Responsibilities³

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year. Each teacher under contract will compile a packet of

¹ See Rule 5381 of the Vermont Standards Board for Professional Educators (VSBPE). Each local school board shall adopt a policy establishing employment qualifications for persons who substitute for educators in their absence. Each policy shall require at minimum that the substitute has graduated from high school.

² VSBPE Rule 5382

³ The provisions in this section of this model policy are not required components of a school board policy on substitute teachers. They are intended to suggest subjects that might be included in a board policy on substitute teachers.

information containing pertinent substitute teacher information as defined by the Principal.

Substitute teachers will be paid as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service, and on the credentials of the substitute teacher.

	Fairfield	Town	City	BFA	FCSU
1 st Reading	02.12.2012	03.14.2012	02.09.2012	02.07.2012	03.23.2012
2 nd Reading					
Date Warned:	03.23.2012	03.23.2012	03.23.2012	03.23.2012	03.23.2012
Date Adopted:	04.09.2012	04.11.2012	04.12.2012	04.03.2012	04.23.2012

REVISION:	Fairfield	Town	City	FCSU	BFA
Date Warned:	9/22/15	9/22/15	9/22/15	9/22/15	9/22/15
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Date Adopted:	11/9/15	11/4/15	11/12/15	1/20/2016	11/3/15

Legal Reference(s): Vt. Standards Board for Professional Educators Rules §§5381 et seq.
 16 V.S.A. §558 (Employment of school board members)
 16 V.S.A. §251 et seq. (Access to Criminal Records)

Cross Reference: Personnel: Recruitment, Selection, Appointment and Criminal Records Checks (D1)