

**North Country Supervisory Union
Common Board Policy Manual**

PERSONNEL

D.6 SUBSTITUTE TEACHERS AND SUBSTITUTE PARAEDUCATORS

(REQUIRED)

Statement of Policy

It is the policy of the North Country Supervisory Union (NCSU) 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.

Qualifications

No person will be placed on the qualified substitute list unless that person has graduated from high school and meets the following additional minimal requirements:

Individuals wishing to substitute in the North Country Supervisory Union must meet the requirements of the law: Minimum of 48 College credits; for Para Educators a Para educator Certificate and portfolio; or successfully passing the Para Pro test. The superintendent may approve a waiver of this standard on a case by case basis.

Individuals wishing to substitute in the North Country Supervisory Union must also be compliant with NCSU Policy D.1, Personnel Recruitment, Selection, Appointment, Criminal Records Check.

Unlicensed Persons

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. 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 of employment 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.

Retired Educators

Retired teachers are those who have withdrawn from active service and are qualified to receive a retirement allowance and may hold a Retired Educator License. The same requirements apply to retired educators as for unlicensed persons if they do not hold a Retired Educator License and

their Level Two License has expired.. Act 173 (2022) provides a retirement allowance for interim educators for one year with certain stipulations. Therefore, retired educators serving as interim educators would need to be rehired annually or as allowed by current statute.

Administrative Responsibilities

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

The Superintendent or designee will provide substitute teachers with information on the prevention, identification, and reporting of child sexual abuse, as required by 16 V.S.A. § 563a. Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

Substitute teachers will be paid wages 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.

Cross Reference: NCSU Policy D.1, Personnel Recruitment, Selection, Appointment, Criminal Records Check

Date Approved:

Brighton	06/09/09	Morgan	06/04/09
Charleston	06/17/09	Newport City	06/15/09
Coventry	06/03/09	Newport Town	06/10/09
Derby	05/18/09	Troy	06/08/09
Holland	05/25/09	NCUHS	06/16/09
Jay/Westfield	06/16/09	NCUJHS	06/23/09
Lowell	06/02/09		

Date Revised:

Brighton	10/13/11	Morgan	
Charleston	11/16/11	Newport City	10/03/11
Coventry	10/19/11	Newport Town	10/12/11
Derby	09/26/11	Troy	
Holland	10/03/11	NCUHS	10/18/11
Jay/Westfield		NCUJHS	10/25/11
Lowell	10/19/11		

Date Revised:

Brighton	6/8/2016	Morgan	N/A
Charleston	6/8/2016	Newport City	6/6/2016
Coventry	8/17/2016	Newport Town	6/2/2016
Derby	6/7/2016	Troy	6/2/2016
Holland	6/7/2016	NCUHS	6/21/2016
Jay/Westfield	6/14/2016	NCUJHS	6/21/2016
Lowell	6/14/2016	NCSU	8/8/2016