CODE: B1
(REQUIRED)

SUBSTITUTE TEACHERS

Statement of Policy It is the policy of the Caledonia Central Supervisory Union and its member School Districts 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.

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.

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 in the District.

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.

VSBA Review:	*April 18, 2022*
Date Warned:	September 5th, 2025 - Caledonia Central Supervisory Union
Date Adopted:	September 15, 2025 - Adopted by the Caledonia Central Supervisory UnionBoard on behalf of the District boards: Peacham School District, Danville School District, Caledonia Cooperative School District, Twinfield School District and Cabot School District
Legal Reference(s):	*Vt. Standards Board for Professional Educators Rules §§ 5381 et seq.*
	16 V.S.A. § 563a (Prevention, Identification and Reporting of Child Sexual Abuse)
	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*