

Policy on Substitute Teachers

7.32  
Board Adopted  
(04-05-01)

Procedures

7.32-1  
(01-29-01)

These guidelines apply to the use of substitute teachers in accordance with policy 7.32.

1. Substitute teachers used for academic classes must have a high school diploma (HSD) or a General Educational Development (GED) diploma. Persons on the approved substitute list with a teaching certificate or a degree from a four-year college or university in an area Windham teaches will be used first on the list.
2. Substitute teachers used for vocational classes must have a HSD or GED. Persons on the approved list with an approved Statement of Qualification (SOQ) in the appropriate vocational area will be used first on the list.
3. In the event that a certified/degreed academic substitute or SOQ approved vocational substitute is not available, persons with a minimum of 60 verifiable college hours from an accredited institution as shown by an official transcript will be used. In the event that such persons are not available, then persons with a HSD or GED may be used.
4. Substitute teachers who are not teacher certified may only be used for a maximum of 10 consecutive days in the same academic classroom. Substitute teachers who are not SOQ approved may only be used for a maximum of five consecutive days in the same vocational classroom. It will be the unit principal's responsibility to ensure that these guidelines are followed. Academic substitute teachers who are fully certified and vocational substitutes who are SOQ approved in the appropriate vocational area may be used in situations requiring more than the maximum of 10 days in academic classes and 5 days in vocational classes.
5. Substitute teachers must successfully complete a pre-service training program that includes security issues, attendance procedures, curriculum, lesson plans, and individualized instruction. The training program shall include 10 hours of training, three of which must be classroom observation. Regional administration will be responsible for implementation of the substitute teacher training for the region. Exceptions to the training program requirement may be granted by the appropriate assistant superintendent. Outside substitutes will be compensated for pre-service training.
6. In addition to personnel office approval, substitute teachers must be approved by the regional office.
7. Use of TDCJ Employees as Substitutes
  - a. May substitute during regularly scheduled days off or on a different shift.
  - b. Must follow Windham School District Dress Code. (No TDCJ uniforms worn in class)
  - c. Must have Board approval for multiple employment.
  - d. Must complete a substitute employment application.
  - e. No supervisory personnel above the level of group A-14 may be used to substitute.
  - f. Must complete a "Letter of Reasonable Assurance" and "Substitute Teacher Orientation."

8. Use of Windham School District Employees as Substitutes
  - a. WSD teachers and librarians may request multiple employment as a substitute. Other employees who may wish to substitute must have the approval of the Superintendent.
  - b. Windham employees must have Board approval for multiple employment prior to being utilized as a paid substitute.
  - c. Must complete a "Letter of Reasonable Assurance."
  - d. May be utilized as a paid substitute on a different shift only.
  - e. May NOT be on any type of leave status including discretionary or compensatory leave.
  - f. WSD employees shall not be utilized as a paid substitute more than two days in a work week.

Nothing in these procedures prohibits the use of WSD employees to cover classes during their regularly scheduled workday. Section 9.02-5 of the Attendance Accounting Procedures states the "approved substitutes generally include those non-employees identified by the Windham Personnel Department, but may also include the campus principal, counselor, diagnostician, or other employee approved by the Superintendent." Such WSD personnel may substitute in classes during the course of their normal work when a teacher is absent; however whenever possible, substitutes should be selected from the approved substitute list.

Sometimes it is necessary to use WSD personnel to cover classes until a substitute arrives, teachers are absent from class for short periods for meetings, or if a teacher must leave class due to illness during the day, or other such instances. Paraprofessionals can cover classes on a very limited basis, but should not be used as a paid substitute without approval from the Superintendent. Paraprofessionals are not authorized to sign the daily class roster. Daily class rosters must be signed by a certified teacher, approved substitute, or the principal.

Care should be taken to ensure WSD personnel are able to perform their normal duties per their job description and substituting in classes should not substantially hinder these duties.