

PART-TIME AND SUBSTITUTE TEACHING EMPLOYMENT

Substitute Teachers (Temporarily Employed Teachers)

A “substitute teacher” or “temporarily employed teacher” is: (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher’s absence; or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the State Superintendent of Public Instruction on a case-by-case basis, during one school year. All substitute teachers and temporarily employed teachers must meet the minimum qualifications required by Virginia Board of Education regulations.

The Superintendent is authorized to employ the best qualified persons available to serve as substitute teachers as they are needed. They shall at a minimum:

1. Be at least 18 years old, with preference given to persons 21 years old or older;
2. Possess good moral character;
3. Hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education~~GED certificate~~;
4. Attend orientation to school policies and procedures; and
5. Adhere to other Division established qualifications and regulations.

Substitute teachers shall be paid a per diem rate to be established annually by the Board and provided for in the annual school budget.

In order to qualify for substitute work, applicants must submit evidence of a negative result on a tuberculin test from an appropriate health official. Such evidence shall be submitted to the Department of Human Resources with the application for substitute work. In addition, applicants must submit to fingerprinting and must provide personal descriptive information for the purpose of criminal history record investigations and for child abuse and neglect central registry background checks.

Long-term Substitutes

A substitute teacher who remains in the same substituting position for more than ten (10) consecutive teaching days shall be paid at the established per diem rate from the Supplemental Pay Schedule effective the eleventh day in the extended substitute position. Substitutes filling positions with a known extended absence, such as a leave of absence or extended sick leave, will be eligible for the established per diem rate from the Supplemental Pay Schedule from the first day of employment in that position. The absence may also be intermittent for the same teacher with approval from the Department of Human Resources. In order to qualify for such payment, the substitute must be eligible for or hold a valid Virginia teaching license with endorsement in the area in which he/she is substituting or authorization from the Superintendent/Designee must be obtained prior to beginning the long-term assignment.

Substitute or temporarily employed teachers serving for an extended period of time may

be offered annual teaching contracts, but in no case will any teacher be offered an annual contract on or after March 1 of any school year.

Homebound Teachers

Homebound teachers will be employed on a part-time, hourly basis. They may be selected from the active file of applicants in the Department of Human Resources or from the approved substitute teacher list. A homebound teacher may also be a currently employed teacher. All homebound teachers shall hold valid and current Virginia teaching licenses.

Part-Time Teachers

Part-time teachers shall meet all licensure requirements of the Virginia Board of Education.

Summer School Teachers

Summer school teachers shall meet all licensure requirements of the Virginia Board of Education and certification requirements of the position.

Adopted: July 1, 1993
Amended: December 8, 1997, August 9, 2007; March 13, 2014

Legal Ref.: Code of Virginia, 1950, as amended, Sections 22.1-295, 22.1-296.2, 22.1-298, 22.1-299, 22.1-300, 22.1-302; 8 VAC 20-440-10 *et seq.*; ~~8 VAC 20-640-10.~~