

**BURLINGTON SCHOOL DISTRICT  
D 3R: SUBSTITUTE TEACHERS**

**Former Policy GCE - As reviewed by Sue G/ Legal Dec 2013**

**VSBA version plus our language on all substitute teachers**

**Policy**

It is the policy of the Burlington School District 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: All substitute teachers will be expected to provide educational services, rather than to assume merely a pupil-supervisory role, and to that end will be provided with as much support as possible by the building administrator and teachers.

**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 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 Responsibilities**

Substitutes will participate in an orientation session for substitute teachers each year. 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 per diem 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.

Replaces Policy GCE

*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*

**First Reading: March 11, 2014**

**Second Reading & Adopted: May 13, 2014**