

**SUBSTITUTES – PROFESSIONAL STAFF**

**PROCEDURES**

In an anticipated absence, every effort shall be made to place a licensed person in the temporarily vacant position.

An unlicensed person may be employed as a substitute for up to fifteen consecutive days per educator absence. Upon application by the superintendent, the Commissioner of Education may grant an extension for an additional fifteen days. Extensions shall be granted only when the superintendent has presented evidence that a licensed educator is not available or that other compelling reasons exist. Search for a licensed educator shall continue throughout any extension. The superintendent may apply for additional extensions or, when appropriate, seek a waiver pursuant to Section 5350 of the Vermont State Board of Education, Manual of Rules and Practice, Licensing Regulations.

Licensed educators may substitute in a field outside of their endorsement field for thirty days per educator absence. Upon application by the superintendent, the Commissioner of Education may grant an extension for an additional thirty days. Extensions shall be granted only when the superintendent has presented evidence that a licensed educator with an appropriate endorsement is not available or that other compelling reasons exist. Search for a licensed educator with an appropriate endorsement shall continue throughout any extension. The superintendent may apply for additional extensions or, when appropriate, seek a waiver pursuant to Section 5350 of Vermont State Board of Education, Manual of Rules and Practice, Licensing Regulations.