

Milton Town School District

Policy

D6: SUBSTITUTE TEACHERS

Policy

It is the policy of the Milton Town 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.

Unlicensed Persons

An unlicensed person employed as a substitute pursuant to local school board policy may substitute for up to thirty (30) consecutive student days in the same assignment. In order to continue to employ an unlicensed person in this assignment beyond the thirty (30) consecutive student days, the superintendent shall apply for an Emergency or Provisional License for the person pursuant to Sections 5350 and 5360 of these rules.

Licensed Educators

Licensed educators may substitute in a field outside of their endorsement field for thirty (30) student days in the same assignment. Upon application by the superintendent, the Standards Board or the Office may grant one extension for an additional thirty (30) days. In order to continue to employ a licensed educator beyond sixty (60) days outside of his/her endorsement field, the superintendent shall apply for a Provisional License for the person pursuant to Section 5350 of these rules.

Administrative Responsibilities

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year, including information on the prevention, identification, and reporting of child sexual abuse, as required by 16 V.S.A. 563(a). 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. There is no guarantee of employment. Substitutes are employed “at will”, which means the individual or Superintendent may terminate employment at any time without reason. Substitutes shall not be considered district employees under the negotiated agreements between the District and the Milton Education Association.

Date Warned: 11/22/18
Date Adopted: 10/4/84
Date Revised: 1/19/06 – 12/10/18
Cross Reference: D1 Personnel: Recruitment, Selection, Appointment and Criminal Records Checks
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)