

POLICY FAMILY	SUBSTITUTE TEACHERS	314
<p data-bbox="256 262 316 296"><u>314.</u></p> <p data-bbox="224 338 349 405">Substitute Teachers</p> <p data-bbox="170 814 397 989">Adopted 2/6/80 Amended 4/10/91 11/20/96 2/14/02 12/2/15</p>	<p data-bbox="446 262 1437 329">The Superintendent's office shall develop and maintain a list of substitute teachers in order to ensure the continuation of instructional programs in the absence of regularly assigned staff.</p> <ol data-bbox="446 373 1453 1354" style="list-style-type: none"> <li data-bbox="446 373 1453 625">1. An undergraduate degree from an accredited institution of higher learning is preferred for substitute teachers; a candidate who does not hold an undergraduate degree may be appointed if, in the judgment of the Director of Human Resources, military and/or workplace experience are sufficient in combination with the candidate's perceived overall suitability for the role. A higher education degree is desirable but not necessary for substitutes for paraprofessionals or other support personnel. All substitutes will be subject to whatever background check laws and policies are in effect at the time of their hire (e.g., CORI, fingerprinting, etc.). <li data-bbox="446 667 1421 804">2. Whenever possible, substitute teachers should also be certified by the Massachusetts Department of Elementary and Secondary Education (DESE). The district will follow state regulations related to when long-term substitutes must hold state licensure or a waiver from the DESE. <li data-bbox="446 846 1380 913">3. No substitute teacher shall be employed without the consent of the Superintendent of Schools. <li data-bbox="446 955 1421 1060">4. School administrators will notify the Director of Human Resources if a substitute teacher does not meet the standards of the Shrewsbury Public Schools. The Director of Human Resources will determine when individuals are to be removed from the substitute list. <li data-bbox="446 1102 1453 1239">5. Upon hiring, all substitutes will receive information from the school district regarding general expectations for the role and safety, security, and emergency procedures. School-level administration will provide substitutes with written information about school procedures, as well as information regarding specific student needs where appropriate. <li data-bbox="446 1281 1404 1354">6. The Superintendent or designee will periodically review the compensation of substitute teachers and make recommendations for adjustments to the School Committee. 	