SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF

SUBSTITUTE PROFESSIONAL

EMPLOYEES

ADOPTED:

REVISED:

		405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES
1.	Purpose	Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.
2.	Authority SC 1101, 1106, 1148	The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute.
	1140	Additional names may be added to the list of substitutes by the Board during the school year.
3.	Guidelines	Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.
	SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.
	42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.
		Compensation
		Substitutes shall be paid on a per diem basis at a rate set periodically by the Board.
	SC 1148	A substitute employed for a full semester or more for a professional employee on leave for a specified period will be compensated at a per diem rate equal to that of a temporary professional employee and will be eligible for the same fringe benefits of such employee.

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4. Delegation of Responsibility	The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment. The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.
School Code 111, 1101, 1106, 1148	
PA Statute 23 Pa. C.S.A. 6301 et seq	
PA Code Title 22 Sec. 8.1 et seq	
Federal Statute 42 U.S.C. Sec. 653a	