



Portsmouth School Department

Charting the Course to Excellence

SUBSTITUTE TEACHER REQUIREMENTS

Apply online at SchoolSpring.com

The Portsmouth School Department (PSD) acknowledges the important role that substitute teachers play in our district. In accordance with RI Board of Education Regulations and Rhode Island General Law (RIGL) to be eligible to substitute teach in the PSD, applicants must meet the following minimum requirements:

Certified Substitute Teacher Requirements:

- Must provide a valid teaching certification from the Rhode Island Department of Education
- Must complete a federal criminal background check
- Must provide three letters of reference
- Must attend a mandatory substitute meeting

Non-certified Teacher Substitutes Requirements:

- Must have a bachelor's degree or higher, hold an associates' degree, or have completed a minimum of two years college as part of a four-year degree track in any field
- Must complete a federal criminal background check
- Must provide three letters of reference
- Must attend a mandatory substitute meeting

Types of Substitute Teachers:

- A day-to-day substitute teacher is an individual who is employed on a temporary basis for fewer than 45 consecutive days in the same assignment. A day-to-day substitute need not hold a teacher certificate
- A long-term substitute teacher is an individual who is employed on a temporary basis, for more than 45 consecutive days in the same assignment. A long-term substitute teacher must hold the appropriate certificate for the long-term assignment.

Legal References: [TITLE 200 – BOARD OF EDUCATION CHAPTER 20 – COUNCIL ON ELEMENTARY AND SECONDARY EDUCATION SUBCHAPTER 20 – EDUCATOR QUALITY AND CERTIFICATION](#)
[RIGL § 16-2-18.1 Criminal records review](#)