

Extended Leave Position Process Checklist

- Extended Leave Form (ELF) from person out on extended leave obtained and completed (P).
- ELF approved by building administrator (P).
- Concurrence signature is obtained from Special Education, Technology, or Athletics (P).
- Notify the Superintendent and APSCN clerk if the extended leave is anticipated to exceed thirty (30) days (P).
- ELF is delivered to Human Resources for processing (LM).
- Positions will be posted on the district website by building principal for five (5) days (P). Additionally, if the position is a shortage area, the position must also be published on the AAEA website (P).
- Compile a list of certified applicants from SubTeach (P).
- Applications will be received via the district's online portal.
- Applications screened and interview dates/times determined (P).
- One of the three references checks conducted during the screening process (P).
- Applicants interviewed (P/Selection Committee).
- At a minimum, remaining two references contacted and documented for applicants being considered for this position (P).
- If the applicant is not licensed in that content area, he/she must have a bachelor's degree to be hired (P).
- The district must show good faith effort to employ someone licensed through the submission of a waiver to the ADE by completing the "Long Term Substitute Teacher of More Than 30 Days Waiver Request" ADE form along with documentation that a licensed teacher was sought (P).
- Waivers for use of a substitute teacher for longer than thirty days may be granted for only one semester but may be renewed for a second semester (P).
- In few, and rare cases, if there is a situation necessitating the hire of a non-licensed long-term substitute who does not have a bachelor's degree, the superintendent may request a waiver necessitated by undue "hardship" with the following documentation:
 - HQT Waiver Justification
 - Documentation that a currently licensed personnel and/or personnel with a bachelor's degree is not available to be employed.
- All documentation must be sent to central office and kept on file at the school of record (P).

Supervisor Signature

Date

Superintendent Signature

Date