

WILMINGTON AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTES

ADOPTED: August 18, 2014

REVISED:

305. EMPLOYMENT OF SUBSTITUTES	
<p>1. Authority</p>	<p>Qualified and competent substitutes for professional and support employees shall be employed by the District in order to provide continuity in the educational programs, operations and services of the schools.</p>
<p>SC 406, 1101, 1106, 1148</p>	<p>The Board shall approve annually the names of potential substitute employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>Approval shall be given to the candidates for employment recommended by the Superintendent.</p>
<p>SC 1111</p>	<p>No teacher shall be employed who is related to any member of the Board, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall abstain.</p> <p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the District. Retroactive approval shall be recommended to the Board at the next regular Board meeting.</p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed until the individual 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.</p>
<p>SC 111</p>	<p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</p>

<p>SC 1148</p> <p>2. Delegation of Responsibility</p>	<p>A candidate’s misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Compensation</u></p> <p>Substitutes shall be paid on a per diem basis at a rate set periodically by the Board for the various classes of employees.</p> <p>Substitutes assigned for the same professional employee for more than (forty-five) 45 consecutive days shall be compensated at a designated rate approved by the Board.</p> <p>The Superintendent or designee shall develop Administrative Regulations regarding employment of substitutes.</p> <p>The administration may seek recommendations from former employers and others to assess the candidate’s qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties. The Board may elect to enter into contract with a third party to provide the District with substitute employees.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 406, 1101, 1106, 1148</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 000, 104</p>
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