

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

Substitute teachers shall:

1. be at least 18 years old, with preference given to persons 21 years old or older;
2. possess good moral character;
3. hold a high school diploma or, have passed a high school equivalency examination approved by the Board of Education;
4. attend orientation to school policies and procedures; and
5. as a condition of employment requiring direct contact with students, the applicant must complete central registry and fingerprinting and complete all paperwork required by the school board office.

The Wise County School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

A substitute teacher, as used in this section, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

Homebound Teachers

Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Personnel Office or from the approved substitute teacher list and shall hold a valid teaching certificate.

Part-Time Teachers

An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time.

Part-time teachers shall meet the certification requirements of the State Board of Education.

Summer School Teachers

Summer school teachers shall meet all certification requirements.

Interns

Arrangements for the utilization of interns in the school division should be initiated through the superintendent.

Student Teachers

The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The superintendent shall have the responsibility for the assignment and placement of student teachers in the school system.

Student teachers shall not be used as substitute teachers.

Amended: August 8, 2000
Amended: July 8, 2003
Amended: September 13, 2010
Amended: August 13, 2012
Amended: September 9, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

Cross Ref.: GCB Professional Staff Contracts

GCPD Professional Staff Discipline

GCPF Suspension of Staff Members

Guidelines Relating to the Qualifications, Selection, Training, and Assignment of Substitute Teacher

The employment of substitute teachers will be governed by the guidelines listed below:

1. Wise County uses an automated system for notifying and selecting substitutes. A person wanting to be a substitute teacher must enroll in the automated system.

Each employee will be responsible for entering absences into Frontline as soon as reasonably possible and to prepare lesson plans for the substitute. This process will notify the principal and secure a substitute.

2. Substitute teachers will be chosen from a list compiled by the principal of each school.
3. The principal will make reasonable efforts to obtain qualified substitutes. In selecting qualified substitutes, the principal should give due consideration to:
 - A. Certification and endorsement
 - B. Certification without endorsement
 - C. Possession of a Baccalaureate degree
 - D. Possession of the knowledge and skill to manage a classroom on a short-term basis. Priority shall be placed on obtaining the most effective substitute available.
4. Orientation to the duties of a substitute teacher shall be provided by the principal.
5. Substitute teachers will be paid from the central office based on the teacher absentee form submitted by the principal. The rate of pay is as follows for consecutive days for the same teacher:

Short Term (First through Twentieth day)	\$60.00 per day
Extended Term (Twenty-first through Thirtieth day)	\$65.00 per day
Long Term (Thirty-first day and over) Beginning teacher rate of pay (with full certification in the content area)	

Exceptions to these guidelines may be approved by the Superintendent.

Administratively: January 28, 2014
Amended: August 9, 2016
Amended July 23, 2019