

**Section: D**  
**Personnel**  
**File Code: D 6 (Mandatory)**

**Policy: Substitute Teachers**  
**Windsor Southwest Supervisory Union**

It is the policy of the Windsor Southwest Supervisory Union to employ substitute educators who will meet the minimum qualifications outlined by State Board of Education Rule.

**Qualifications**

No person will be placed on the qualified substitute list unless that person has graduated from high school and meets the following additional minimal requirements:

**Unlicensed Persons**

An unlicensed person may be employed as a substitute teacher for up to fifteen consecutive days per educator absence. Under circumstances allowed by State Board Rule 5510.2, the Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an extension of the fifteen day limit for specific substitute teachers, or for emergency licenses as provided in State Board Rule 5360. As further required by State Board Rule, the search for a licensed educator shall continue throughout any such extension or emergency license period.

**Licensed Educators**

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty days per teacher absence. Under circumstances allowed by State Board Rule 5510.2, the Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an extension of the thirty day limit for specific substitute teachers, or for emergency licenses as provided in State Board Rule 5360. As further required by State Board Rule, the search for a licensed educator shall continue throughout any such extension or emergency license period.

**Administrative Responsibilities**

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year. Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

The search for a licensed educator should continue through any extension.

Substitute teachers will be paid per diem wages as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

*Legal Reference(s): Vt. State Board of Education Manual of Rules & Practices §§5350, 5510, 5520  
16 V.S.A. §558 (Employment of school board members)*

*Cross Reference: Personnel: Recruitment, Selection, Appointment and Criminal Records Checks  
(D1)*

	<b>Identical to SU Policy</b>	<b>Date Warned</b>	<b>Date Adopted</b>	<b>Policy Replaced By Policy #</b>	<b>Date Replaced</b>
<b>Windsor Southwest SU</b>		<b>11/4/08</b>	<b>12/2/08</b>		
<b>Green Mountain Union High School</b>					
<b>Chester Andover Elementary School</b>					
<b>Cavendish Town Elementary School</b>					
<b>Flood Brook Union School</b>					