

**ADMINISTRATIVE APPROVAL OF SUBSTITUTES**

Substitutes must be approved by the Board of Education in advance of the first day of work in a school. In cases of emergency, the principal may request administrative approval of a substitute in advance. The substitute must meet all requirements for Board approval, including the required substitute teacher training and a clear criminal background check. The substitute must make application to be approved by the Board of Education at the earliest possible date.

Substitutes will not be paid for substitute teaching until they have received Board of Education approval.

**SUBSTITUTE TEACHER REQUIREMENTS**

The following information must be received before a substitute teacher may be presented for Board approval:

1. Complete application for employment
2. Résumé detailing complete educational and work history
3. Acceptable previous work/employment references for the past five years; if multiple employers, limit to three most recent employers within those five years
4. High school diploma or GED
5. Official transcripts of post-secondary or college/university coursework (if applicable)
6. Copies of teaching certificate and certificate content assessment results if applicable
7. Complete I-9 form (as required by Immigration Reform and Control Act of 1986)
8. Written Oath of Allegiance (required by O.C.G.A. 45-3-11)
9. Completion of required four hours of initial substitute teacher training
10. Completion of consent form for criminal background check and fingerprinting
11. Evidence of being at least 21 years of age

All substitute teachers must complete an I-9 Form, as required by the Immigration Reform and Control Act of 1986, on or before the first day of substitute teaching.

The principal is responsible for adhering to the following guidelines for substitute teacher use as required by O.C.G.A. 20-2-216, and Georgia Professional Standards Commission Rule 505-2-.36:

1. No substitute from ranks four or five (high school diploma or GED) can be used in any one classroom more than 10 consecutive days.

2. In filling temporary vacancies of one to 45 days in length, a substitute from the approved list shall be contacted in order of priority ranking. In cases where teachers will be absent for two or more weeks at a time, every effort should be made to secure a certified teacher as a replacement. Principals are expected to secure fully certified teachers to substitute in classes when the teacher will be absent for two weeks or longer whenever possible.
3. In filling a vacancy that extends 46 or more days in a school year, the substitute must be a valid Georgia certified in-field teacher hired on a short-term basis. Georgia Professional Standards Commission Rule 505-2-.36, Substitute Teachers, allows an extension of the 46-day limit only when state or federal law requires longer periods of time.
4. When teaching vacancies are filled for 20 or more days by substitutes who are not highly qualified, letters must be sent home to parents of students in the class notifying that the substitute is not highly qualified as required by No Child Left Behind.

### **SUBSTITUTES TEACHER USAGE GUIDELINES**

A substitute teacher may be called to work for a half-day if a teacher is absent a minimum of two hours up to four hours. A substitute teacher may be called to work for a day if the employee is absent four or more hours. The substitute must work a half-day or full day and will be paid in those increments. If the substitute is not needed in the classroom the entire time, the principal may assign other duties.

### **SUBSTITUTES FOR ALL OTHER CATEGORIES**

Substitutes for secretaries, paraprofessionals, bus drivers, nutrition assistants and school nurses must be approved by the Board of Education prior to being called to work in the schools. To be presented for Board of Education approval, a substitute must meet all qualification requirements to include:

1. Complete auxiliary application for employment
2. Copy of high school diploma or GED equivalency (secretaries, paraprofessionals and school nurses only)
3. Transcript(s) of post-secondary training (if applicable)
4. Résumé detailing complete educational and work history
5. Acceptable previous work/employment references for the past five years; if multiple employers, limit to three most recent employers within those five years.
6. Complete I-9 form (as required by Immigration Reform and Control Act of 1986)
7. Written Oath of Allegiance (required by O.C.G.A. 45-3-11)
8. Complete consent form for criminal background check and fingerprinting
9. For bus drivers, also CDL, driver record check, physical & other medical tests are required
10. For school nurses, copy of license and transcripts verifying LPN or RN training

## USAGE GUIDELINES

**Substitutes for Secretarial/Clerical Staff** - The Human Resources Department is responsible for screening, approving and maintaining the list of Board approved substitute secretaries. The principal or department head is authorized to call a substitute for a secretary or clerk only when deemed essential due to special scheduled events or other circumstances. Substitutes for secretaries should not be called as a routine practice for day-to-day absences. Substitutes may be arranged to work for employees who will be absent for two or more weeks (ten consecutive days) at regular substitute pay.

**Substitutes for Paraprofessionals** - The Human Resources Department is responsible for screening, approving and maintaining a list of Board approved substitute paraprofessionals. The principal is authorized to call substitutes for paraprofessionals under the following guidelines:

1. For pre-kindergarten **and** kindergarten paraprofessionals, a substitute may be called on the **second** day of absence of the regular employee.
2. **For special education paraprofessionals who serve as shadows a substitute may be called on the first day the regular employee is absent.**
3. For paraprofessionals in grades one through two and clerical aides, a substitute may be called on the fourth consecutive day of absence of the regular employee.
4. **See page five for additional instructions on arranging substitutes for teachers and paraprofessionals.**

In cases where a regular employee will be absent two or more weeks, the principal is authorized to arrange for a substitute to work for the absent employee at regular substitute pay.

**Substitutes for Bus Drivers** - The Transportation Department is responsible for screening applications and recommending substitute drivers for Board of Education approval. The Transportation Department will maintain the list of approved substitute drivers and is authorized to call substitute drivers when necessary to operate the bus routes.

**Substitutes for Nutrition Assistants** - The School Nutrition Department is responsible for screening applications and recommending itinerant nutrition assistants as allocated each year. The School Nutrition Department will assign the itinerant assistants to cover for absent employees as needed.

**Substitutes for Custodians** - The Facilities, Maintenance and Operations Department is responsible for screening applications and recommending the allocated itinerant custodians for Board of Education approval. An itinerant custodian may be requested from Facilities, Maintenance and Operations by the principal or designee to cover for absent employees as needed.

**Substitutes for School Nurses** – The Head School Nurse is responsible for screening applications and recommending substitute nurses for Board of Education approval. A substitute for a school nurse may be requested through the Head School Nurse whenever an absence for three days or more is anticipated in advance. Securing a substitute for

school nurses for shorter absences will require special approval through the head nurse and will only be considered under extenuating circumstances.

**SUBSTITUTE PAY**

The Board of Education will annually establish the rate of pay for all classifications of substitute employees. This fixed rate of pay will apply regardless of the number of days worked, consecutively or collectively, for all classifications with the following exceptions. Substitute teachers who hold a valid or expired Georgia or out-of-state **professional** teaching certificate or a **provisional certificate, or are eligible for a provisional certificate and meet Highly Qualified requirements** shall be paid \$125 per day **after working ten (10) consecutive days in the same classroom.**

Current secretaries or retired secretaries who work four weeks or longer to replace a secretary's absence for an extended time will be paid on an hourly basis on the General Services Schedule on Grade E with 0 years of experience.

Substitute school nurses working to replace a school nurse on extended leave for four weeks or longer will be paid the hourly rate on the General Services Schedule at a Grade F with 0 years of experience.

**ADOPTED: 09/08/87**

**REVISED: 08/09/88, 01/17/89, 01/08/91, 12/10/91, 08/01/92, 12/14/93, 07/26/94,  
11/01/94, 09/09/97, 2/22/00, 8/7/00, 5/8/01, 6/16/03, 12/4/06, 6/29/09**

**COLUMBIA COUNTY BOARD OF EDUCATION**

## Procedures for Covering Classes for Teacher/Auxiliary Absences

### If a 1-5 teacher is absent for one day only ...

- ✓ Cover the class with a first or second grade paraprofessional.

### If a PK teacher or paraprofessional is absent for one day only ...

- ✓ (Teacher) – Hire a substitute as required by Bright from the Start Pre-K Operating Guidelines.
- ✓ (Paraprofessional) - Cover the class with a first or second grade paraprofessional.
  - Please remember that the guidelines mandate two adults with the students at all times, excluding naps.

### If a K teacher or paraprofessional is absent for one day only ...

- ✓ (Teacher) – Hire a substitute.
- ✓ (Paraprofessional) – Cover the class during instructional times with a first or second grade paraprofessional.
  - For paraprofessionals in grades one through two and clerical aides, a substitute may be called on the **fourth** consecutive day of absence of the regular employee.

### If an EIP or ESOL teacher is absent for one day only ...

- ✓ You *may* cover the class with a paraprofessional OR
- ✓ You *may* cancel the class as long as the homeroom teacher plans to include the child in an appropriate activity in the classroom.

### If an art or music teacher is absent for one day only ...

- ✓ You *may* cover the class with a first or second grade paraprofessional AND send a paraprofessional with all lower grade classes OR
- ✓ You *may* cancel the class.

### If a PE teacher is absent for one day only ...

- ✓ Cover the classes by sending ONE homeroom paraprofessional to assist at all grade levels if you have a team teaching situation. (The teacher assignment for upper grades will dictate who attends with third through fifth grade students.)

### If a secretary is absent for more than one consecutive day ...

- ✓ You *may* hire a substitute.

### Special Education:

#### If a paraprofessional who serves as a shadow is absent...

- ✓ Hire a substitute.

#### If a teacher who serves in a self-contained model is absent...

- ✓ Hire a substitute.

#### If a resource/inclusion teacher or paraprofessional is absent ...

- ✓ Provide services within the general education classroom. You *may* need to use a paraprofessional to assist with this.

### Additional Notes:

- Follow normal substitute procedures for teachers who are absent more than one consecutive day.
- Do not use the same paraprofessional to be the substitute in all classrooms. Develop a schedule that creates shared and equitable responsibilities among your paraprofessional staff.
- PK paraprofessionals should not be pulled to assist with coverage due to guidelines set forth by Bright from the Start.
- Kindergarten paraprofessionals may be used during non-instructional times such as recess, lunch, and naps to assist with coverage.
- First and second grade paraprofessionals should be used primarily.
- Third through fifth grade paraprofessionals (clerical aides) should be used to cover absences in the upper grades before pulling paraprofessionals from first and second grades.
- For general education paraprofessionals, a substitute may be called on the fourth consecutive day of absence.
- Substitutes should not be hired to cover teacher absences on non-instructional days with the exception of teachers who are absent due to FMLA.

Any exceptions to the above guidelines should be documented with justification to the Department of Human Resources via e-mail ([bkareis@ccboe.net](mailto:bkareis@ccboe.net)). This document is a “work in progress” which will be revisited during the 2009-2010 school year.