

SUBSTITUTE TEACHERS

When a teacher is absent, an approved substitute teacher will be employed to carry out the teaching responsibilities so as to assure the least possible interruption of student progress. The term substitute teacher shall be defined to mean an individual employed to serve in lieu of the regularly employed teacher who is absent from assigned responsibilities. The State of Georgia Professional Standards Commission has established a priority order of qualifications for substitute teachers, with the minimum qualification of a high school diploma or an equivalency diploma.

The Columbia County Board of Education shall require that substitute teacher applicants have earned a minimum of a high school diploma or GED and be at least 21 years of age before consideration will be given. It shall be the duty of the Columbia County Board of Education to employ substitutes, including retired teachers in accordance with Code Section 47-3-127, who possess valid teaching certificates issued by the Professional Standards Commission. If no person holding a valid teaching certificate is available for this purpose, the school system will employ the person who most closely meets the requirements for certification as a teacher and who is available to serve as a substitute, provided such person is closely supervised by the school principal or principal's designee. Priority consideration will be given to retired teachers, certified teachers and candidates holding bachelor level or higher degrees for substitute teaching positions. A person who has a revoked or suspended teaching certificate is not eligible to be approved as a substitute teacher.

The principal is responsible to ensure that the substitute teacher policy is enforced in the local school. When the need arises for a substitute teacher, the principal may delegate the task of arranging for substitutes. The principal is responsible for training all employees on the required procedures for reporting absences and must also verify the accuracy of leave reports on an established schedule.

It is a violation of this policy and O.C.G.A. 20-2-216 to use a substitute teacher who has not been approved by the Columbia County Board of Education. The substitute with the highest rank, as established by the Georgia Professional Standard Commission Rule 505-2-.36, shall be employed in priority order. A substitute with lower qualifications may be employed if that person has performed effectively.

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Substitute teachers shall be ranked as listed.

Rank 1. Possession of a valid or expired **Georgia professional teaching certificate, an out-of-state** professional teaching certificate, a letter of eligibility for a professional certificate, **or possession of or eligible for a provisional certificate and meet Highly Qualified requirements.**

Rank 2. Completion of a baccalaureate degree or higher

Rank 3. Completion of at least one or more years of postsecondary Training beyond a high school diploma ranked in order of number of years completed

Rank 4. Possession of a high school diploma

Rank 5. Possession of a General Education Development (GED) Certificate

As required by rule authorized by the Professional Standards Commission, all substitute teachers with the exception of rank one substitutes, must satisfactorily complete four hours of initial substitute teacher training to be provided by the school system before a person can be placed on the approved substitute teacher list.

LIMITATIONS ON SUBSTITUTE TEACHER UTILIZATION

1. Substitute teachers in ranks four and five (high school diploma or GED) cannot work in any one classroom more than ten 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.
3. In filling a vacancy that extends 46 or more days in a school year, the substitute shall be a certified in-field teacher except in Situations where longer periods of time are required by state or federal law.
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.

If a school is unable to secure a substitute teacher from the approved list, the Superintendent of Schools is authorized to employ the best-qualified person available. This administrative approval is contingent on the substitute meeting all the requirements of a substitute teacher, to include the requisite four-hour training and a clear background check.

SUBSTITUTE PARAPROFESSIONALS/SECRETARIES

The qualifications for substitutes who replace paraprofessionals or school and department secretaries will require the minimum of a high school diploma or GED equivalency. These substitutes are prohibited from substituting for a classroom teacher unless they are also qualified and approved as a substitute teacher.

SUBSTITUTE BUS DRIVERS

The qualifications for substitute bus drivers are the same as those for regular drivers. The term substitute school bus driver shall be interpreted to mean an individual employed in lieu of the regularly employed driver who is absent from assigned responsibilities.

O.C.G.A. 20-2-188(e), (j); 20-2-850(a); 20-2-1110; 20-2-1111;
20-2-1113

ITINERANT CUSTODIANS

The qualifications for substitute itinerant custodians are the same as those for regular employees. Itinerant custodians are employed as regular employees and are assigned to schools to fill in for employees absent on extended leave or until vacancies can be filled.

ITINERANT NUTRITION ASSISTANTS

The qualifications for substitute itinerant nutrition assistants are the same as those for regular employees.

Itinerant nutrition assistants are employed as regular employees and are assigned to schools to fill in for employees absent on extended leave or until vacancies can be filled.

SUBSTITUTE SCHOOL NURSES

The qualifications for substitute school nurses are the same as those for regular employees. Substitute school nurses must hold a valid state RN or LPN license.

SUBSTITUTE PAY

The rate of pay for all substitute classifications will be determined by the Columbia County Board of Education through the annual budget process.

PROCEDURE: YES

ADOPTED: 12/12/95

REVISED: 09/09/97, 08/10/99, 1/25/00, 5/8/01, 12/12/06

Columbia County Board of Education