

1 **A. GENERAL EMPLOYMENT OF SUBSTITUTES**
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3 The school system will employ substitute teachers as deemed appropriate by the
4 administration and in accordance with State Board policies. The Transylvania County
5 Board of Education (the “board”) recognizes the importance of employing licensed
6 teachers as substitutes and will give first priority to substitutes who hold or have held any
7 teaching license and second priority to those who have completed Effective Teacher
8 Training or comparable professional development courses. Teaching experience also will
9 be considered. All substitute teachers employed by the school system must either hold a
10 valid teaching license, be a former teacher assistant in good standing with the school
11 system, hold a bachelor’s degree from a college or university, or demonstrate equivalent
12 experience and/or skill in working with children.
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14 A criminal history check will be conducted on applicants for substitute teaching positions
15 in accordance with policy 7100, Recruitment and Selection of Personnel, and
16 administrative procedures.
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18 The board, upon recommendation of the superintendent, shall adopt a list of approved
19 substitutes for employment by the school system, and the human resources offices shall
20 maintain the list. Only individuals on the approved list may be asked to assume the
21 duties of a teacher and will be recognized by the school system as eligible for
22 compensation for performing such duties.
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24 All approved substitute teachers must attend an orientation session conducted through the
25 human resources office, including training about applicable policies, regulations, and
26 other rules. The superintendent or designee shall provide for the ongoing training and
27 professional development of approved substitute teachers.
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29 **B. TEACHER ASSISTANTS**
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31 A teacher assistant may serve as a substitute teacher in the classroom(s) in which the
32 assistant is regularly assigned and will be paid additional compensation according to state
33 policies. In addition, the superintendent or designee is authorized to employ a teacher
34 assistant as a substitute teacher elsewhere on a case-by-case basis in the event of an
35 emergency or other special situation during which an approved substitute is not available.
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37 Generally, a substitute will not be employed in the event of a teacher assistant’s absence;
38 however, the superintendent or designee is authorized to identify and designate teacher
39 assistant positions that will require the employment of a substitute in the event of that
40 teacher assistant’s absence.
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42 **C. PARENTAL NOTIFICATION**
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44 In accordance with policy 1320/3560, Title I Parent and Family Engagement, school
45 principals shall notify the parent of any child who receives instruction for four or more
46 consecutive weeks from a substitute teacher who does not meet the certification and
47 licensure standards for the grade level and subject area to which the substitute teacher has
48 been assigned.

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50 Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6312(e)(1)(B)(ii); G.S.
51 115C-12, -36, -47, -332; 16 N.C.A.C. 6C .0313, 16 N.C.A.C. 6C .0403; State Board of
52 Education Policies ~~TCP-A-001, TCP-D-005~~ **NCAC-6C.0313, NCAC-6C.0403**

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54 Cross References: Title I Parent and Family Engagement (policy 1320/3560), Recruitment and
55 Selection of Personnel (policy 7100)

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57 Adopted: March 7, 2016

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59 Revised: November 21, 2016; **[DATE] (legal references only)**

REVISED