

**A. GENERAL EMPLOYMENT OF SUBSTITUTES**

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. The Transylvania County Board of Education (the “board”) recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience also will be considered. All substitute teachers employed by the school system must either hold a valid teaching license, be a former teacher assistant in good standing with the school system, hold a bachelor’s degree from a college or university, or demonstrate equivalent experience and/or skill in working with children.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

The board, upon recommendation of the superintendent, shall adopt a list of approved substitutes for employment by the school system, and the human resources offices shall maintain the list. Only individuals on the approved list may be asked to assume the duties of a teacher and will be recognized by the school system as eligible for compensation for performing such duties.

All approved substitute teachers must attend an orientation session conducted through the human resources office, including training about applicable policies, regulations, and other rules. The superintendent or designee shall provide for the ongoing training and professional development of approved substitute teachers.

**B. TEACHER ASSISTANTS**

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies. In addition, the superintendent or designee is authorized to employ a teacher assistant as a substitute teacher elsewhere on a case-by-case basis in the event of an emergency or other special situation during which an approved substitute is not available.

Generally, a substitute will not be employed in the event of a teacher assistant’s absence; however, the superintendent or designee is authorized to identify and designate teacher assistant positions that will require the employment of a substitute in the event of that teacher assistant’s absence.

**C. PARENTAL NOTIFICATION**

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, -.0403; *North Carolina Public Schools Benefits*  
52 *and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at  
53 [https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-](https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy)  
54 [capital/employee-policy](https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy)

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

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59 Adopted: March 7, 2016

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61 Revised: November 21, 2016; February 19, 2018 (legal references only); December 16, 2019;  
62 August 2, 2021; [DATE]

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