

Substitute teachers are an important part of the instructional program of Transylvania County Schools. Substitute teachers are expected to continue the established program for students and accept the duties and responsibilities of the position to which they are assigned. Substitute teaching is a day-by-day, temporary assignment in Transylvania County Schools. Substitute teachers, upon accepting assignments, agree that they are hired for the day only and, in effect, resign at the close of each day. Days worked are not cumulative for any purpose, including, but not limited to, matters such as seniority, future assignment, retirement, or other benefits afforded to regular employees.

APPROVAL OF SUBSTITUTE TEACHERS

The Transylvania County Schools personnel office shall maintain an official roster of available substitute teachers. Only individuals included on that roster are eligible for employment as substitute teachers.

Prior to working as substitute teachers, qualified candidates shall be recommended by the Superintendent and approved by the Board of Education for employment in that capacity. Substitute teachers in Transylvania County Schools must meet these minimum standards:

- Hold a valid teaching license, be a former teacher assistant in good standing with Transylvania County Schools, hold a bachelor's degree from a college or university, or demonstrate equivalent experience or skill in working with children;
- File a completed application for employment with the personnel office;
- File a completed health examination certificate with the personnel office;
- File completed payroll withholding forms with the personnel office;
- File a completed employment eligibility verification form with the personnel office; and
- Attend an orientation session, including training in rules and regulations for substitute teachers, conducted through the personnel office.

The Superintendent / designee shall provide for the ongoing training and development of approved substitute teachers.

EMPLOYMENT OF SUBSTITUTE TEACHERS

The Superintendent / designee shall designate all teaching positions for which substitutes shall be employed in the event of the teacher's absence. Substitute teachers shall be hired in the event of a teacher's absence on pupil attendance days and on teacher workdays when deemed necessary by the principal. Substitute teachers who hold a valid teaching license shall receive first priority for employment in the event of a teacher's absence.

~~In the event that a teacher is to be absent for an extended period of time, a substitute teacher who holds a current teaching license must be employed as soon as the principal can secure one for that position.~~

~~Substitutes are generally not employed in the event of a teacher assistant's absence. However, the Superintendent / designee shall have the authority to identify and designate teacher assistant positions that require the employment of a substitute in the event of the regular teacher assistant's absence.~~

~~The Transylvania County Board of Education authorizes the Superintendent / designee to approve the employment of teacher assistants to serve as substitute teachers on a case-by-case basis in the event that an emergency situation arises and a regular substitute teacher cannot be employed.~~

COMPENSATION OF SUBSTITUTE TEACHERS

~~Transylvania County Schools shall establish standard rates of pay for substitute teachers pursuant to the rules and regulations adopted by the North Carolina State Board of Education. Pay rates for substitute teachers shall be maintained by and made available through the finance office.~~

~~APPROVED BY BOARD
AND EFFECTIVE 10/3/83
REVISED 2/6/84
REVISED 8/19/85
REVISED 8/27/90
REVISED 3/20/06~~