

Series 3000 Personnel

Section 3500 Substitute Employees

Policy 3501 Substitute Teacher Minimum Work Requirement Policy

3501.1 General Provisions

- 3501.1.1 The Harrison County Board of Education shall employ professional substitute teacher employees. These teachers shall be assigned to work during an absence of the regular employee. Substitute teachers shall follow the lesson plans provided by the teacher to maintain the integrity of the classroom instruction.
- 3501.1.2 Persons named to the substitute list shall be available to work when called. Substitute positions will be assigned through the automated call out system. This does not preclude the principal of each school having the authority to select a certified substitute teacher (if available) to fill any position.
- 3501.1.3 In order to maintain the instructional integrity of a classroom for students when a teacher is absent, every attempt should be made to provide a teacher for each classroom. In order to provide as many substitutes as possible, on a daily basis, substitute teachers shall be expected to work a minimum of ten (10) days during the school year.

3501.2 Minimum Work Requirements

- 3501.2.1 A substitute teacher who does not accept and work at least ten (10) separate days of assignment throughout a school year will be considered to be willfully neglecting his/her duty under his/her substitute employment contract, provided, that the teacher has been offered ten or more assignments in the school year.

- 3501.2.2 Any substitute employee who does not accept and work at least ten days shall receive notice via certified mail that the superintendent of schools will be recommending that they be removed from the list and that any extra-curricular contracts held by the substitute employee shall be terminated. The employee will be afforded an opportunity for a hearing before the board prior to any vote on the recommendation to terminate the substitute contract and any extra-curricular contracts.
- 3501.2.3 At a hearing conducted pursuant to this policy, the employee may state the reasons why they have not worked the required ten (10) days. The board shall then consider and vote on the recommendation of the superintendent. Removal from the substitute list shall result in automatic termination of any extra-curricular contract held by the substitute employee.
- 3501.2.4 Temporary substitute permit teachers (RESA) if offered at least ten (10) days of substitute work throughout the school year will refer to section 3501.2.2.

3501.3 **Waiver**

The superintendent of schools may waive all or part of this policy in a situation where a shortage of substitute teachers exists.

