

## **Personnel - Certified**

### **Substitute Teachers**

A substitute teacher shall be a person approved to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher.

### **Approval List**

The Superintendent shall establish a list of approved substitutes as certified by the Connecticut State Department of Education. From this approved list, the administration shall make such assignments to duty as vacancies may require.

### **Emergency Vacancy**

Whenever the administration is unable to fill a vacancy with a substitute from the approved list, it shall make an emergency appointment of the best substitute available, reporting this action to the Superintendent immediately.

### **Substitutes Duties**

A substitute teacher will be expected to take over all of the responsibilities of the regular teacher. This is to include, in addition to the regular classroom teaching duties, all of the additional supervisory duties to which the regular classroom teacher has been, or may be, assigned.

### **Rate of Pay**

Pay rates for substitutes shall be set annually by the Board of Education.

### **Policies**

A copy of the Board of Education policy concerning substitute teachers will be supplied to all substitute teachers.

### **Non-Conformity to Practices**

The school principal will report to the Superintendent of Schools the names of all substitutes teachers who do not attempt to comply with the Board of Education policy.

### **Legal Reference:**

Connecticut General Statutes

10-183v Reemployment of teachers.

10-145a Certificates of qualification for teachers.