

A. GENERAL EMPLOYMENT OF SUBSTITUTES

The Elkin City Board of Education will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board of Education policies. The Board of Education recognizes the importance of employing licensed teachers as substitutes and will give priority to applicants who hold a current NC teaching license. At its discretion, the Elkin City Board of Education may limit the number of approved substitute teachers to not more than one hundred (100) at any given period of time. This limitation shall not prohibit the Board of Education from approving the application of any individual who possesses licensure and/or other proven expertise in high need curriculum areas. Effective July 1, 2013, only substitute teachers who hold a current NC teaching license will be considered licensed substitutes for pay purposes as directed in the 2012-13 State Salary Manual.

Beginning July 1, 2009, substitute teachers will be required to complete Effective Teacher Training prior to the initiation of the employment process. Pre-employment requirements for all compensated positions shall include a criminal record check, a drug test, I-9 verification, an interview, and a review of applicable policies and regulations.

Workday Defines: No substitute teacher or other substitute school personnel shall be considered unemployed for days or weeks when not called to work unless the individual is or was employed as a full-time substitute during the period of time for which the individual is requesting benefits. For the purposes of this subsection, full-time substitute is defined as a substitute employee who works more than 30 hours a week on a continual basis for a period of six months or more.

B. TEACHER ASSISTANTS AS SUBSTITUTES

A teacher assistant may serve as a substitute teacher in the classroom(s) to which he/she is regularly assigned and will receive additional compensation in accordance with State Board of Education policies.

C. PARENTAL NOTIFICATION

In accordance with policy 1320/3560, Title I Parent Involvement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, 20 U.S.C 6312(e)(1)(B)(ii); G.S. 115C-12, -36, -47, -332, 16 N.C.A.C. 6C.0313, 16 N.C.A.C.6C.0403

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

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Revised: August 23, 2010; May 20, 2013; September 25, 2017; January 27, 2020, May 24, 2021