

Board of EducationEffective: May 11, 2021

Policy Outline

- I. Policy Value Statement
- II. Purpose
- III. Standards
- IV. Responsibilities
- V. Delegation of Authority
- VI. Definitions
- VII. References
- VIII. History

I. Policy Value Statement

The Board of Education believes the selection and placement of qualified substitute teachers in the Howard County Public School System (HCPSS) is essential to ensuring coverage of classrooms in the absence of regular teachers. The Board also believes the continuity of programs and curriculum implementation is essential and is affected by the competency of the substitute teachers placed in teaching assignments.

II. Purpose

The purpose of this policy is to designate the responsibility and establish the procedures for the employment and assignment of qualified substitute teacher personnel.

III. Standards

- A. Substitute teachers are expected to comply with all Board of Education policies. Substitute teachers are also expected to follow all school procedures, guidelines and directives when replacing the classroom teacher.
- B. Substitute teachers will be approved by the Temporary Services Office.
- C. Teachers will notify the Temporary Services Office's automated substitute reporting and assignment system or a school administrator of an impending absence.
- D. All substitute assignments will be arranged by a request to the Temporary Services Office's automated substitute reporting and assignment system.
- E. The Temporary Services Office will make every reasonable effort to provide a sufficient number of substitute teachers to meet the needs of the HCPSS.

- F. Substitute teachers may be removed from approved status or placed on a school's "Do Not Use" list by the Executive Director of Human Resources/designee if situations warrant such action.

IV. Responsibilities

The Superintendent/designee will ensure that the provisions of this policy are followed.

V. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures to implement this policy.

VI. Definitions

- A. Substitute Teacher – A person who meets the qualifications as defined by the Office of Human Resources and who has complied with all of the criteria for approval.
- B. Temporary Services Office – The office that is part of the Office of Human Resources whose staff is responsible for approving and hiring all substitute teachers and administering the automated substitute reporting and assignment system.

VII. References

- A. Legal
 - Public Law 107-110 No Child Left Behind Act of 2001
- B. Other Board Policies
 - Policy 1030 Child Abuse and Neglect
 - Policy 1040 Safe and Supportive Schools
 - Policy 1050 Tobacco-Free Environment
 - Policy 1020 Sexual Discrimination, Sexual Harassment, and Sexual Misconduct
 - Policy 7010 Personnel Records
 - Policy 7020 Nepotism
 - Policy 7030 Employee Conduct and Discipline
 - Policy 7040 Alcohol Abuse by Employees
 - Policy 7050 Use of Drugs and Drug Paraphernalia by Employees
 - Policy 8120 Testing: State and Local Responsibilities and Protocols
 - Policy 9090 Wellness Through Nutrition and Physical Activity
- C. Relevant Data Sources
- D. Other
 - Master Agreement Between the Board of Education and the Howard County Education Association (HCEA)
 - Substitute Teacher Job Description

VIII. History¹

ADOPTED: December 10, 1974
REVIEWED:
MODIFIED: May 11, 2021
REVISED: October 12, 1989
September 14, 1995
March 12, 2009
EFFECTIVE: May 11, 2021

¹ Key: *Adopted*-Original date the Board took action to approve a policy; *Reviewed*-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; *Modified*-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; *Revised*-The date the Board took action on a policy that based on the recommendation of the Superintendent/designee needed a comprehensive examination; *Effective*-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.

SUBSTITUTE TEACHERS

Effective: May 11, 2021

- I. The Temporary Services Office collects and maintains records of registered substitutes approved for assignment. The records include names and subject area of concentration. All information in the Temporary Services Office's automated system has restricted access.
 - A. The records of approved substitute teachers will be kept in the automated substitute reporting and assignment system.
 - B. School-based administrators, principal secretaries and other designated front office staff have access to the list of substitute teachers who have selected their location for possible openings. They also have access to information about daily absences and substitute teacher coverage in their building.
- II. School-based administrators, teachers, and substitutes will follow the procedures established by the Temporary Services Office to ensure successful implementation of the Temporary Services Office's automated substitute reporting and assignment system.
- III. Each school-based administration is responsible for preparing and providing information for substitutes in their building regarding school-based procedures and for making that information available to each substitute.
- IV. When there is an anticipated long-term assignment (eleven consecutive days for the same teacher) there should be a reasonable effort to obtain a certified substitute teacher before a non-certified substitute is placed into the vacancy.
- V. If a long-term assignment extends 20 or more consecutive school days in a Title I school, the long-term substitute teacher must meet the federal Every Student Succeeds Act (ESSA) criteria that they are a certificated and licensed teacher according to state qualifications. If the substitute teacher does not meet these criteria, the principal/designee must notify in writing the parents of the students in those classrooms.
- VI. Applicants who wish to apply as substitute teachers will:
 - A. File an application for a position as a substitute teacher with the Temporary Services Office.
 - B. Provide appropriate credentials as specified in the application.
 - C. Complete a fingerprint background check.

- D. Pass a background check.
 - E. Participate in a mandatory orientation program before being approved as a substitute teacher and being eligible for substitute assignments.
- VII. To maintain active status, substitute teachers must complete an annual renewal request with the Temporary Services Office.
- VIII. The Temporary Services Office's automated substitute reporting and assignment system assumes the responsibility for both substitute teacher requests and substitute teacher coverage:
- A. The automated substitute system allows teacher absences to be entered 24 hours per day by phone or online for either:
 - 1. Unfilled substitute assignments.
 - 2. Pre-arranged substitute assignments.
 - B. The Temporary Services Office secures substitute coverage by one of the following processes:
 - 1. The automated substitute system calls substitute teachers during specified hours.
 - 2. Substitute teachers call in to the automated substitute system.
 - 3. Substitute teachers check the automated substitute system website for unfilled substitute assignments.
- IX. Administrators are authorized to request or arrange for a substitute teacher only in the absence of a teaching position identified in the HCEA-Board negotiated agreement.
- X. Concerns regarding a substitute teacher must be reported in writing to the Executive Director of Human Resources/designee. The Executive Director of Human Resources/designee will collect information regarding reported concerns and make a decision regarding the removal from approved status or placement on a school's "Do Not Use" list.
- XI. Monitoring

Policy 7130 implementation procedures will be overseen by The Division of Human Resources and Professional Development.

XII. History¹

ADOPTED: October 12, 1989
REVIEWED:
MODIFIED: May 11, 2021
REVISED: September 14, 1995
 March 12, 2009
EFFECTIVE: May 11, 2021

¹ Key: *Adopted*-Original date the Board took action to approve a policy; *Reviewed*-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; *Modified*-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; *Revised*-The date the Board took action on a that policy based on the recommendation of the Superintendent/designee needed a comprehensive examination; *Effective*-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.