

I. Policy 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. 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.

IV. 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 Director of Human Resources/Designee if situations warrant such action.

V. Compliance

The Superintendent/Designee is responsible for ensuring that the provisions of this policy are followed.

VI. Delegation of Authority

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

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 School Environment
Policy 1050 Tobacco-Free Environment
Policy 1020 Sexual Harassment
Policy 7010 Confidentiality of Personnel Records and Files
Policy 7020 Nepotism
Policy 7030 Employee Discipline
Policy 7040 Abuse of Alcohol and Other Noncontrolled Substances by Employees
Policy 7050 Prohibition of Illegal Drugs and Drug Paraphernalia for Employees
Policy 8120 Testing: State and Local Responsibilities and Protocols
Policy 9090 Wellness Through Nutrition and Physical Activity
- C. Other
Master Agreement Between the Board of Education and the Howard County Education Association
Substitute Teacher Job Description

VIII. History

ADOPTED: December 10, 1974

REVIEWED: July 1, 2015

MODIFIED:

REVISED: October 12, 1989

September 14, 1995

March 12, 2009

EFFECTIVE: July 1, 2009

SUBSTITUTE TEACHERS

Effective: July 1, 2009

- 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 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 an anticipated long-term assignment (five consecutive days for the same teacher) is necessary, reasonable efforts will be made by school-based administrators, along with assistance from the Temporary Services Office and the Office of Human Resources, to obtain a certified and substitute teacher.
- 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 No Child Left Behind requirements for highly qualified status. If the substitute teacher does not meet these standards, 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. 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 accepts teacher absences 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 in a teaching position identified in the HCEA-Board negotiated agreement. Substitutes will not be authorized as floaters or in anticipation of possible need.
- X. Concerns regarding a substitute teacher must be reported in writing to the Director of Human Resources/Designee. The 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. History

ADOPTED: October 12, 1989
REVIEWED: July 1, 2015
MODIFIED:
REVISED: September 14, 1995
March 12, 2009
EFFECTIVE: July 1, 2009