

Conditions of Employment for Substitute Teachers

PURPOSE

The Board of Education will hire qualified Substitute Teachers.

RESPONSIBILITY

Gilmer County Schools will make every effort to fill temporary positions with qualified substitutes. In order to maintain instructional integrity for our 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.

The substitute may work for a day, days, or a few weeks. During the regular teacher's long-term absence a permanent substitute teacher may be hired.

Substitute teachers will be called/employed by the following procedures:

1. Substitute teachers will be called from certified fields of need. For example, if there is an English vacancy, an English/Language Arts substitute teacher must be called to fill such vacancy. If the English/Language Arts substitute list has been exhausted then procedure two (2) will be used.
2. Substitute teachers may be called from out-of-field, but must hold a teaching certificate for some specific teaching field. Substitute teachers will be called from the General Substitute list.
3. Administrators/Principals may choose to have qualified substitutes called from their "Preferred List" to fill vacancies in accordance with 1 and 2 above.
4. Professional substitutes do not have a legal right to substitute in any professional position. Substitute professionals are not required to work a specific day, and the Board of Education is not required to provide work for the substitute professionals.
5. Professional substitute contracts are not automatically renewed. The Board of Education, at its own discretion, may choose to hire, not to hire, to rehire, or not to rehire professional substitutes.
6. A professional substitute who does not work at least ten (10) separate days as a substitute throughout the current school year will be considered willfully neglecting his/her duty under his/her substitute employment contract, provided, that the substitute professional has been offered ten (10) or more assignments in a school year. Substitute professionals who fail to work the required minimum of ten days in a school year will not have their substitute employment contract renewed.