

Descriptor Term:  
SUBSTITUTE TEACHERS

Descriptor Code:  
7.4900

Legal References: No Child Left Behind Act, 20 U.S.C 6311(h)(6)(B)(ii); G.S. 115C-12, -36, -47, -332; 16 N.C.A.C. 6C .0313, 16 N.C.A.C. 6C .0403; State Board of Education Policy TCP-A-001, TCP-D-005

Cross References:

A. APPROVAL OF SUBSTITUTE TEACHERS

Before a substitute teacher can be utilized by any employee in the system, the Board of Education must approve that person to be placed on the substitute teacher list. The Superintendent shall maintain an adequate list of approved substitute teachers designating their approved fields/subject areas. The Board of Education shall follow the regulations established by the State Board of Education for all personnel affected by substitute teacher regulations.

As a requirement for being placed on the approved substitute list, a prospective substitute teacher shall provide the following to the system:

1. A completed application;
2. Evidence of competency, including completion of the Catawba County Schools Substitute Teacher Training Program; and
3. Consent for the system to perform a criminal history check on the applicant requesting to be placed on the substitute teacher list;
4. Any other information required by the Superintendent.

All substitute teachers utilized by any employee in the system must be selected from the list maintained and approved by the Superintendent.

The remuneration schedule for substitute teachers shall be as set by the Board.

The department of human resources shall furnish all principals with updated approved substitute lists during the year as needed.

Substitute teachers shall be classified in accordance with criteria established by the State Board of Education.

B. TEACHER ASSISTANTS AS SUBSTITUTES

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

C. PARENTAL NOTIFICATION

In accordance with policy 1.3100/4.3100 Parental Involvement, school principals shall notify the parent of any child who receives instruction in a core academic subject for four or more consecutive weeks from a substitute teacher who does not meet the definition of "highly qualified"

under the No Child Left Behind Act.