

Rutland Southwest Supervisory Union  
Middletown Springs School District  
Tinnmouth School District

Ira School District  
Poultney School District  
Wells School District

## **SUBSTITUTE TEACHERS**

**Code # D-6  
(Mandatory)**

### **Policy**

It is the policy of the Rutland Southwest Supervisory Union and its member districts to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

### **Qualifications**

No person will be placed on the qualified substitute list unless that person has graduated from high school and meets the following additional minimal requirements:<sup>1</sup>

#### **Unlicensed Persons**

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment.<sup>2</sup> The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

#### **Licensed Educators**

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

### **Administrative Responsibilities**<sup>3</sup>

The Board will approve a list of qualified substitutes. When a teacher absence occurs, the teacher will call substitute services. The Board grants the Superintendent the authority to approve additions to the substitute list on a provisional basis between relevant scheduled board meetings.

Substitutes are paid in accordance with the Board's Substitute Salary Schedule.

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<sup>1</sup> Note that the only minimal requirement for substitute teaching that is imposed by VSBPE regulation is that substitute teachers must have graduated from high school. At the option of the school board, additional requirements may be adopted and listed in this policy,

<sup>2</sup> VSBPE Rule 5382

<sup>3</sup> The provisions in this section of this model policy are not required components of a school board policy on substitute teachers. They are intended to suggest subjects that might be included in a board policy on substitute teachers.

Extended term substitutes are substitutes certified in the area in which they are substituting and who will teach for a teacher out on leave for a period of forty-five (45) days or longer in duration. These teachers will receive the salary they would receive had they been placed on the salary schedule.

Ira School District: Since the Ira School District does not operate a school at any level, it is the policy of the Ira School District to revert back to the Rutland Southwest Supervisory Union Policy should a situation arise needing action.

Poultney School District: Reserves the right to provide benefits for Long Term Substitutes.

*Legal Reference(s): Vt. Standards Board for Professional Educators Rules §§5381 et seq.  
 16 V.S.A. §558 (Employment of school board members)  
 16 V.S.A. §251 et seq. (Access to Criminal Records)*

*Cross Reference: Personnel: Recruitment, Selection, Appointment and Criminal Records Checks (D1)*

\*10/26/11 Revision (due to changes in law).

	Date Adopted (Initial)	*Revised/Adopted
Rutland Southwest SU	11/23/09	10/26/11 /11/28/11
Ira School District	9/8/09	10/26/11 /see RSWSU
Middletown Springs School District	5/22/09	10/26/11 /11/10/11
Poultney School District	5/19/09	10/26/11 /11/15/11
Tinmouth School District	6/8/09	10/26/11 /11/14/11
Wells School District	4/22/09	10/26/11 /11/09/11