

### **EMPLOYMENT OF SUBSTITUTE TEACHERS**

Introduction: Carroll School Corporation must provide for effective and continuous instruction even when the regular teaching staff is absent for illness, staff development, curriculum development, field trips and personal business. The corporation has developed this substitute policy to improve the process for selection, licensing and training of substitute teachers.

Recognition of a valid teaching license: A person who holds a valid Indiana Teacher License and who meets all other local criteria for substitute teaching will not need to apply for a Substitute Teacher Certificate in order to serve as a substitute teacher in the corporation.

Substitute teacher certificate and reciprocity: Carroll will recognize and accept any valid Substitute Teacher Certificate issued by the State of Indiana prior to August 1, 1996. Individuals holding such a certificate are eligible for employment as a substitute teacher in Carroll schools for the validity period stated on the certificate. As a substitute teacher license expire, all new Substitute Teacher Certificates issued by the Division of Teacher Licensing of the Indiana Professional Standards Board must meet the criteria listed below and be recommended by the superintendent of Carroll Schools.

Education and experience requirements for a Substitute Teacher Certificate in Carroll Schools:

1. The minimum educational requirement is a high school diploma. Applicants may be required to supply proof of the diploma or a transcript that certifies graduation. Education beyond high school is preferred.
2. Applicants are to have previous experience in instruction and/or supervising young people. Examples of these related experiences include scouting, day care work, 4-H, private or public school work, church youth work, cadet teaching, summer camp work, etc.
3. Although not required, applicants may submit information relating to any special expertise or skills they have in curricular area that would prove helpful in establishing their qualification to be a substitute teacher.
4. Each applicant is required to give at least three personal and previous employee reference within 60 days of application.

5. A school corporation designee(s) will screen the references of applicants and conduct a criminal check through state, county, or local law enforcement agencies for any information on the applicant regarding his/her conviction of a felony, or a misdemeanor or any pending criminal charges.

### **Application process for a Substitute Teacher Certificate**

1. Each applicant must file a CCSC Application for Employment and an Applicant for Indiana Substitute Teaching Certificate.
2. The superintendent's designee(s) will interview the applicant, conduct the necessary reference and background screening and make a recommendation to the superintendent.
3. The superintendent of schools shall make appropriate recommendations for (a) recommending the applicant for a Substitute Teacher Certificate, or (b) acceptance of a certificate currently held by the applicant.

Substitute Teacher Training and In-Service: Each properly licensed or certified substitute teacher will be required to meet with the principal or designee prior to working as a substitute about expected performance, schedules, classroom materials, lesson plans, student lists, seating charts, school rules, lunch procedures, safety procedures and discipline practices.

Assessment Process for Substitute Teachers: The principal or his/her designee will visit the substitute teacher during the substitute's first teaching assignment in that building. Classroom teachers who teaching assignments are covered by a substitute are encouraged to supply feedback concerning the efforts of the substitute teacher. The principal will meet immediately with any substitute teacher that is perceived to be having problems. Failure to meet expected performance standards will require the principal to inform the superintendent that the substitute teacher is to be removed from the corporation substitute list. The substitute teacher will be informed by letter of such removal by the superintendent office.

**Summary:** The purpose of the administrative rules stated within the document is to provide a systematic procedure of licensing and hiring substitute teachers at Carroll Consolidated School Corporation. The ultimate aim of the rules is to provide continuous and quality instructional experiences for Carroll students when the regular teacher is not in the classroom.