

Policy Code: 7430 Substitute Teachers

A. General Employment of Substitutes

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. The Board recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience and other evidence of competency also will be considered.

A criminal history check and a check of sex offender registries will be conducted on applicants for substitute teaching positions in accordance with policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

Substitute teachers are considered employees of the school system and are subject to the same responsibilities assigned to other school system employees under law, Board policies, administrative regulations, and other administrative rules or directives.

B. Assignment and Selection of Substitutes

The superintendent shall have prepared an adequate list of approved substitute teachers designating their approved fields/subject areas and have it distributed to the respective building principals prior to the opening of the school year.

The substitute teachers must be selected from the list approved and distributed by the superintendent. The superintendent shall furnish all principals with updated substitute lists during the year as needed.

C. InstructionalTeacher Assistants as Substitutes

A instructionalteacher 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. Any assignment of an instructional assistant as a substitute shall also comply with policy 7207, Instructional Assistant Duties and Responsibilities.

DC. Parental Notification

In accordance with policy 1320/3560, Title I Parent and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and

licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, [20 U.S.C. 6312\(e\)\(1\)\(B\)\(ii\)](#); [G.S. 115C-12, -36, -47, -332](#); [16 N.C.A.C. 6C .0313, .0403](#); *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy>

Cross References: Title I Parent and Family Engagement (policy 1320/3560), Recruitment and Selection of Personnel (policy 7100)

Adopted:

Wake County Board of Education