

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: PROFESSIONAL EMPLOYEES

Title: EMPLOYMENT OF SUBSTITUTE PROFESSIONAL
EMPLOYEES

Date Adopted: 17 August 1981

Date Last Revised: 7 December 2015

405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES

- .1 Qualified and competent substitute teachers and other professional employees shall be employed in accordance with these guidelines.
- .2 The Board shall initially approve the names of potential substitute teachers and other substitute professional employees.
- .3 In its efforts to provide continual quality services to the students of the district, the Board has assigned the Superintendent to maintain a list of qualified substitutes to replace professional staff members when absent.
 - .31 The Superintendent will submit to the Board at its monthly meetings, credentials of prospective substitute candidates for addition to the substitute list. Upon review and appointment of the substitutes, the Board will appoint the teacher to be a regular substitute or a long-term substitute.
 - .311 A regular substitute will be appointed on a daily basis and will receive general assignment within his/her area of certification. A regular substitute will be paid according to the salary schedule established by the board.

\$12.15 per hour for a seven-hour day exclusive of a 30 minute duty-free lunch for substitute work during the school year, effective 19 January 2015.
 - .312 A substitute teacher who is already Board approved and working for a teacher on a board-approved leave of absence for 30-90 consecutive days will receive \$14.29 per hour for a seven-hour day exclusive of a 30 minute duty-free lunch and will not receive general fringe benefits as provided to regular employees.

- .313 A long-term substitute will be appointed by the Board for a period of either one semester (91 student days) or one year (182 days). Those appointed for the one semester will receive \$14.29 per hour for a seven-hour day exclusive of a 30 minute duty-free and will not receive general fringe benefits as provided to regular employees. Those appointed for one year will be compensated at the beginning rate, Step I (of the professional pay scale) and will receive the sick leave benefits.
- .32 The utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.
- .4 The Superintendent shall recruit and screen candidates for substitute employment according to the following:
 - .41 Each substitute candidate must complete the district's application for substitute teaching, and provide a copy of his/her valid teaching certificate along with completion of all appropriate forms.
 - .42 Each substitute will be interviewed by the appropriate administrator who will make a recommendation relative to adding the candidate's name to the substitute list.

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No substitute professional employee shall be employed until such candidate has submitted at their own expense the following state-mandated documentation under Act 126 of 2013, Act 153 of 2014, and Act 168 of 2014 including but not limited to:

- 1) Original Pennsylvania State Police Criminal Record Check, FBI Clearance Registration Number, and original Child Abuse Clearance renewable every five years from the date of the clearances; 2) Sexual Misconduct/Abuse Disclosure Release(s); and 3) a current Mandated Reporter Training Certificate renewable every five years. If the candidate does not have a Mandated Reporter Training Certificate, he/she must complete and submit proof of completion of this training within 90 days of his/her hire date.