

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

Substitute teachers shall meet the following qualifications:

- (1) be at least 18 years old, with preference given to persons 21 years old or older;
- (2) possess good moral character;
- (3) hold, at minimum, a high school diploma or have passed a high school equivalency examination approved by the Board of Education;
- (4) provide transcripts of college credit documenting completion of a minimum of 64 semester hours;
- (5) submit a completed application form;
- (6) submit a completed Search of the Central Registry & Release of Information Form;
- (7) attend an orientation session for school policies and procedures; and
- (8) gain approval by the Alleghany County School Board.

The Alleghany County School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

A substitute teacher, as used in this section, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

Long-Term Substitute Teachers

Long-term substitutes are substitute teachers who teach a minimum of 20 consecutive days in the same position.

Homebound Teachers

Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Personnel Office or from the approved substitute teacher list and shall hold a valid teaching certificate.

Part-Time Teachers

An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time.

Part-time teachers shall meet the certification requirements of the State Board of Education.

Summer School Teachers

Summer school teachers shall meet all certification requirements.

Interns

Arrangements for the utilization of interns in the school division should be initiated through the superintendent.

Student Teachers

The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The Superintendent/designee shall have the responsibility for the assignment and placement of student teachers in the school system.

Student teachers shall not be used as substitute teachers.

Adopted: June 9, 2014

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-302.

Cross Ref.: GCB Professional Staff Contracts
GCPD Professional Staff Discipline
GCDF Suspension of Staff Members

