

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEE
TITLE SUBSTITUTE TEACHERS
ADOPTED: December 7, 2015
REVISED: FEBRUARY 20, 2006
FORMERLY 3910

429. SUBSTITUTE TEACHERS

1. The Board shall approve annually the contract for potential substitute teachers, except that additional names may be added to the list of substitute teachers by the Board during the school year. The utilization of substitute teachers prior to approval of 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. Approval shall be contingent upon clearance and Act 168.
2. Substitutes hired on a per diem basis shall be entitled only to the wages approved by the Board.
3. Substitutes hired for more than 90 consecutive days shall be entitled to wages specified by the Board.
4. The Superintendent, along with the contracted provider shall recruit and screen candidates upon approval of the Board for substitute employment and may:
 - 1) Develop procedures for the assignment of substitutes.
 - 2) Report long-term assignments to the Board.
 - 3) Develop methods of evaluating substitute teachers and recommend their retention.
 - 4) Principals will prepare a written statement for distribution to all substitutes informing them of their schedules and of specific procedures substitutes must follow.

Revised 3/12/01, 2/20/06