



# Georgia Department of Education

## Policies and Procedures

Policy Title:	<i>Substitute Teachers, State Schools</i>		
Policy Number:	<i>SS-5001 Descriptor Code-GBRJ</i>		
Release Date:	<i>10-08-02</i>	Last Revised:	<i>11-23-03</i>

### **Purpose**

To provide appropriate, qualified substitute teacher coverage for classes and/or classrooms at the three State Schools.

### **Applicability**

This policy applies to all substitute teachers at the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.

### **Policy**

The selection and placement of competent substitute teachers is essential to ensuring coverage of classes and/or classrooms in the absence of regular teachers. The continuity of programs and curriculum implementation is also affected by the quality of the substitute teachers available for teaching assignments. When a State School is notified by a teacher of an impending absence or the School Director determines that a substitute teacher is needed to provide class/classroom coverage due to legitimate and school related needs, a substitute assignment will be arranged in accordance with the following general provisions.

### **General Provisions**

Each State School shall maintain a prioritized list of qualified substitute teachers who have undergone fingerprinting/background checks. Priority shall be given to substitutes with the most appropriate qualifications for the classroom that needs coverage.

Priorities are:

1. Valid Teacher certification in-field
2. Valid Teacher certification
3. BA degree or higher
4. High school diploma or GED certificate

**Minimum Qualifications:**

Possess a high school diploma or GED certificate

**Preferred Qualifications:**

Possess a valid teaching certificate

Sign language (if applicable)

State Board of Education policy prohibits substitution in the same classroom for more than 45 days, unless the substitute teacher holds a valid in-field teaching certificate. Substitute teachers without a valid in-field teaching certificate shall not work in any one classroom more than 10 consecutive teaching days.

**REGULAR SUBSTITUTE TEACHERS**

A list of substitute teachers at the State Schools shall be maintained by the School Director or his/her designee to work for teachers who are absent because of personal circumstances or are not present due to fulfilling other duties as assigned by the School Director. This list shall contain only the names of those employees who are available to work. A substitute teacher who declines work six consecutive times shall be deleted from the list.

**LONG TERM SUBSTITUTE TEACHERS**

Substitute teachers must have a valid teaching certificate to be considered for the long-term position status. Long-term substitutes may be used for teacher absences or vacancies expected to exceed 20 teaching days in the same classroom. In cases where a long term assignment is not initially anticipated, but it becomes long term after 20 consecutive working days, the rate may be changed for the remainder of the absence of the regular teacher. However, the extra pay cannot be made retroactive. Long-term substitutes may be used in the same classroom based on any teaching certificate not to exceed 45 teaching days. To substitute 46 or more days in any one classroom, the substitute teacher must have in-field certification.

If a teacher is to be gone on a leave of absence, a Personnel Action Request must be completed in order to put the substitute teacher in the position in which he or she will be substituting. The teacher will be made aware that the salary change is for the duration of the need for the substitute. When the substitute finishes the long-term assignment, another Personnel Action Request will be completed in order to remove the substitute from the long-term position and return the teacher to the position. Changes are not effective until after the Personnel Action Requests are received by Human Resources.

**CONTACTING FOR COVERAGE**

Each State School shall develop procedures to contact approved substitute teachers to secure coverage for teacher absences. Once the substitute has

accepted the assignment, the name of the substitute and contact information shall be given to the Personnel Technician. Lesson plans shall be the responsibility of the teacher unless the School Director or his/her designee arranges otherwise.

### **SUPERVISION**

The supervision of a substitute teacher shall be the responsibility of the supervisor normally accountable for the absent teacher.

### **TRAINING/ORIENTATION**

The School Director shall ensure that a substitute teacher has been provided an appropriate training/orientation session including the following information.

- A Review of the School Safety Plan
- DOE Harassment Policy
- Appropriate Usage Policy – E-mail/Internet

### **SUBSTITUTE FOLDER**

The absent teacher shall provide thorough lesson plans for the utilization by the substitute. This information shall be kept in an easily accessible and recognizable folder. At a minimum, the substitute folder shall be sufficient to encompass the anticipated length of coverage and include the following.

- Attendance Record (Roll Book/Log)
- Class Schedule
- Bell Schedule
- Meaningful Subject and Age Appropriate Lesson Plans/Guidelines
- Pertinent Student Related Information, i.e. Behavior Modification Plans, Medication Time Tables, etc.
- Emergency Procedures
- Evacuation Map/Plan
- Grade Book (If Appropriate)
- Provisions for Providing Feedback/Notes

### **LIMITATIONS OF AUTHORITY**

The substitute teacher shall be the authority figure in the classroom in the absence of the regular teacher. Thus, the substitute teacher shall be expected to follow and adhere to all DOE/school policies and student disciplinary procedures. Unless specifically given authority or permission by the absent teacher, supervisor, or School Director, the substitute teacher shall not make any changes or addendums to lesson plans, protocols, or procedures as outlined in the Substitute Folder, or those items reviewed during the orientation/training session.

The School Director or his/her designee shall review any correspondence generated by the substitute teacher representing the school in any fashion and intended for students' parents or other audiences prior to distribution.

### **RECRUITMENT OF SUBSTITUTE TEACHERS**

DOE Human Resources shall advertise substitute teaching positions in July and January. Applicants will be instructed to apply directly to the schools of interest.

State Schools may accept applications for substitute teacher positions at anytime during the calendar year. State Schools are encouraged to seek applicants with the preferred qualifications through local networking. The school shall complete Personnel Action Requests and other nomination forms for those substitute teachers the school wishes to add to their approved list.

#### **Authority and/or Cross-Reference**

- State Board of Education Rule 160-5-1-.05