

Regulation GBRJ-R(1): Arrangement for Substitutes

Status: ADOPTED

Original Adopted Date: 12/17/2020 | Last Reviewed Date: 12/17/2020

A. Substitute Teacher Qualifications

~~The Assistant Superintendent of Human Resources or designee shall maintain a list of qualified substitutes for grades K-12 who are ranked according to the following classifications:~~

- ~~1. Possession of valid or expired professional teaching certificate (or letter of eligibility for the same based on a bachelor's degree or higher).~~
- ~~2. Completion of a bachelor's degree or higher.~~
- ~~3. Completion of at least one or more years of post-secondary training beyond a high school diploma ranked in order of number of years completed.~~
- ~~4. Possession of a high school diploma.~~
- ~~5. Possession of a GED certificate.~~

~~The list will be approved by the Assistant Superintendent of Human Resources or designee.~~

~~Persons who do not have a high school diploma or GED equivalent and persons whose teaching certificate has been revoked or suspended are not eligible to be placed on the substitute list.~~

~~Each applicant must successfully complete four (4) hours of substitute teacher training provided by the Human Resources Department or a Georgia Regional Educational Service Agency ("RESA"). Individuals who hold certification with the Georgia Professional Standards Commission (GAPSC), valid or expired are not required to take the substitute training.~~

~~A principal or designee must secure a substitute teacher from the priority list of qualified substitutes. The principal may select a person in a lower priority only if that person has performed effectively on previous occasions and/or has the appropriate in-field expertise.~~

~~Unless approved by the Superintendent or designee, substitute teachers in categories 4 and 5 above may not work in any one classroom more than 10 days. Serial hiring, e.g., using a category 4/ or 5 teacher for ten days, missing one day and beginning the cycle again, is prohibited. Unless approved by the Superintendent or designee, if a vacancy extends beyond ten days, the principal or designee must secure a substitute teacher in categories 1-3 above. A substitute teacher in categories 4 and 5 may be employed for a vacancy extending beyond 10 days if there are extenuating circumstances and the approval of the Superintendent or designee is obtained. If the vacancy or absence lasts 45 consecutive days, on the 46 day and thereafter, it must be filled with a certified, in-field teacher. If the vacancy results from leave granted under the Family and Medical Leave Act, the position must be filled with a certified, in-field teacher after 60 consecutive days. The Assistant Superintendent of Human Resources shall keep records to verify that the foregoing limitations on the use of substitute teachers are observed.~~

B. Employment of Substitute Teachers

~~Substitutes are employed on an as-needed basis and are not guaranteed employment for a certain period of time.~~

~~The Superintendent or designee may:~~

- ~~(1) Refuse to place any person on the substitute teacher list and/or;~~
- ~~(2) Remove any person from the list who, at the discretion of the superintendent or his designee, would be detrimental to the education of students.~~

~~The payment of substitute teachers shall be on a pay scale determined by the Board of Education. Substitute teacher personnel files will be maintained in the Human Resources Department.~~

Bibb County School District contracts with a third-party vendor to provide substitute teachers.

An applicant for substitute teaching must submit a high school diploma or equivalent to be considered for employment.

A Long-Term Substitute Teacher is someone replacing the normal duties of a single teacher for a period of 11 or more consecutive days.

In compliance with the Georgia Professional Standards Commission (GaPSC) Rule, the priority order of qualifications for substitute teachers is as follows:

1. Possession of a Georgia Teacher or Retired Educator certificate.
2. Successful performance of full-time teaching.
3. Completion of a bachelor's degree or higher from a GaPSC- accepted accredited institution.
4. Completion of some college training, and
5. Successful performance of substitute teaching.

Each principal is responsible for securing an approved substitute teacher when needed.

The Superintendent or designee may refuse any substitute teacher when it is deemed a placement would not be in the best interest of the school system.

Contracted substitute teachers must follow the same policies and procedures as required of regular classroom teachers.