

Policy Code: 7430 Substitute Teachers

A. General Employment of Substitutes

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. The Board recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience and other relevant experience also will be considered.

A criminal history check and a check of sex offender registries will be conducted on applicants for substitute teaching positions in accordance with policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

Substitute teachers are considered employees of the school system and must complete any training assigned by the school system. Substitute teachers are subject to the same responsibilities assigned to other school system employees under law, state and local board policies, administrative regulations, and other administrative rules or directives.

B. Assignment and Selection of Substitutes

The superintendent or designee shall maintain and make available a current list of approved substitute teachers designating their approved fields/subject areas.

The substitute teachers must be selected from the approved list.

C. Instructional Assistants as Substitutes During Their Primary Assignments

An instructional assistant may serve as a substitute teacher in accordance with the provisions set forth below and will be paid additional compensation according to state policies. This section does not apply to an instructional assistant who is serving as a substitute outside of their instructional assistant employee calendar, such as over the summer or during a track-out period.

Substitute assignments shall be made in accordance with the following restrictions:

1. There will be no replacements for regular education or grant-funded instructional assistants who serve as substitute teachers;
2. Instructional assistants may not substitute teach in schools other than the schools to which they are assigned;
3. A special programs instructional assistant may not be asked to serve as a substitute teacher in the regular education classroom; and
4. Special programs instructional assistants may be assigned as substitutes to the extent consistent with the students' individualized education programs.

5. A special programs instructional assistant who serves as a one-to-one generally may not be assigned as a substitute teacher. However, if the student of a special programs instructional assistant is absent, the principal may ask the one-to-one special programs instructional assistant to serve as a substitute teacher in any special programs classroom when a special programs teacher is absent to the extent that doing so is consistent with the individualized education programs of the students in that classroom.

D. Notification of Parents or Guardians

When a substitute teacher has or is expected to provide instruction for more than two weeks, the principal should notify the parents or guardians of the affected students of the substitute's assignment to the relevant class or course.

In addition, in accordance with policy 1320/3560, Title I Parent and Family Engagement, school principals shall notify the parent or guardian of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, [20 U.S.C. 6312\(e\)\(1\)\(B\)\(ii\)](#); [G.S. 115C-12, -36, -47, -332](#); [16 N.C.A.C. 6C .0313, .0403](#); *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy>

Cross References: Title I Parent and Family Engagement (policy 1320/3560), Recruitment and Selection of Personnel (policy 7100)

Adopted:

Wake County Board of Education