

**NEW**

**A. GENERAL EMPLOYMENT OF SUBSTITUTES**

The school system will employ substitute employees as deemed appropriate by the administration and in accordance with State Board policies. All substitute employees shall complete appropriate training as determined by the Superintendent or designee.

The board recognizes the importance of employing licensed professionals as substitutes for licensed positions and will give first priority to substitutes who hold or have held any applicable license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience and other experience in educational settings also will be considered.

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

**B. TEACHER ASSISTANTS AS SUBSTITUTES**

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

**C. PARENTAL NOTIFICATION**

In accordance with policy 1320/3560, Title I Parent and Family Engagement, school principals shall notify the parent 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: TBD

Revised: