



Superintendent's Circular

School Year 2023-2024

NUMBER:
HRS-HS06
Version 01

SUBSTITUTE TEACHERS

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

This superintendent's circular sets forth information regarding the employment and professional development of substitute teachers.

USE OF THE AUTOMATED BPS SMARTFIND EXPRESS SYSTEM (SUBCENTRAL)

- All schools are required to use BPS SubCentral for substitute needs. This will allow the school's central administration to understand and better manage operations. This will also allow OHC to monitor and accurately report fill rates as well as recruit for hard-to-fill vacancies.

The Office of Human Resources is committed to ensuring the active substitute pool consists of high-quality substitute teachers. BPS SubCentral allows principals and heads of schools to view and coordinate substitute activities and view past, current, and future jobs for the school, helping them to better understand and manage absenteeism.

BPS SubCentral is available via the Internet and mobile app 24 hours a day, 7 days a week, from any Internet-enabled computer or mobile device with an Access ID and PIN. BPS SubCentral can

be accessed at <https://bostonps.eschoolsolutions.com>, or by telephone at 857- 254-1707.

With BPS SubCentral, schools can create and manage their own preferred substitute list, create absences and vacancies, and pull individual reports unique to their school. Preferred substitutes will be contacted first about a substitute teaching opportunity. If the vacancy still exists after all a school's preferred substitutes have been contacted, the SubCentral platform will then begin contacting other substitutes registered within the system. Those substitutes on a particular school's 'Do Not Use' list will not be called, nor will they be able to view open substitute opportunities for that school.

For more information on BPS SubCentral, please contact SubCentral via email at bpsSubCentral@bostonpublicschools.org.

TYPES OF SUBSTITUTE TEACHERS

- **Degree per diem substitute teachers** work day-to-day assignments to temporarily fill positions. Those with at least a bachelor's degree who are assigned to fill a position anticipated to be vacant for more than 20 consecutive workdays, but less than a full year, or who serve continuously for more than 20 consecutive workdays in the same assignment, are considered per diem substitute teachers covering a long-term assignment.
 - A qualified and properly licensed long-term substitute will be granted a provisional teacher contract on or before December 1st if the assignment in which they is serving becomes vacant for the remainder of the school year.

- **Non-degree per diem substitute** teachers do not hold a bachelor's degree. The non-degree per diem substitute teachers work day-to-day assignments to fill positions on an interim basis and may not take on long-term assignments.
- **Cluster substitute teachers** are assigned to a school for a full year to cover various teacher absences in the school, as needed, on a daily basis. The cluster substitute positions are typically created during the budget season and charged to the school's budget. If schools are interested in having a cluster substitute for the school year, please contact your budget analyst and Human Resources staffing manager.

MINIMUM QUALIFICATIONS

Per Diem Substitutes:

Are required to complete the Sub Skills Basic Training Course online at www.STEDI.org; you must complete the course with at least an 85% average and submit a Sub Diploma from the course.

Long-term Substitutes:

Must have a bachelor's degree and at least one of the following requirements:

- A Mass. Teaching License (out of state licenses will be considered with teaching experience)
- Complete the Sub Skills Basic Training Course online at www.STEDI.org; you must complete the course with at least an 85% average.

- Two years' teaching experience. You may additionally be asked to complete the Sub Skills Basic Training Course online at www.STEDI.org.
- If you were successfully hired for a substitute teaching position and you do not hold an initial teaching license from the Massachusetts Department of Elementary and Secondary Education, you must take and pass the Utah Substitute Assessment test with a score of 85 or above.
- All candidates must be fingerprinted and pass a criminal offender (CORI) and sexual offender (SORI) records check. *The criminal offender/sexual offender record check requirement cannot be waived.*

The Substitute Teaching Institute (STEDI) of Utah State University created and oversees the Substitute Teacher Training Program. It provides 6–13 hours of *sub instructor* training, either online or via CDs, and an assessment at the completion of the program. The cost of the program, which will be borne by the candidate, is \$39.95 plus shipping and includes the interactive *SubInstructor* training (included as a CD), a *substitute teacher handbook*, and the online *sub assessment* and *SubDiploma*. Information for the candidates is posted on the BPS website.

SUBSTITUTE HIRING

All hiring for substitutes will take place through the online BPS Career Center (TalentEd). Applicants must create a profile and apply to the district-wide substitute teacher job posting through the BPS Career Center (TalentEd). Applicants will be hired as a BPS *per diem* substitute teacher after review of their application in its entirety, submission of all required documentation, and

successful completion and passing of a background check, which includes fingerprinting and CORI/SORI checks.

SUBSTITUTE TEACHER REQUEST & RECOMMENDATIONS

Principals and heads of schools can either request or recommend an individual for a *per diem* or long-term substitute appointment at their specific school. To submit a *per diem* and long-term substitute, the school leader or hiring manager will need to submit the candidate for hire via the BPS Career Center (TalentEd). All school leaders and hiring managers will have access to the districtwide substitute job posting. *Please note:* once the substitute has been hired, it is the responsibility of the school to post the absence and vacancy in SubCentral and assign it to the substitute as required.

PROFESSIONAL DEVELOPMENT

Long-term and cluster substitute teachers are required to participate in up to 18 hours of professional development with regular teachers. If this professional development is scheduled beyond the school day, long-term and cluster substitute teachers are paid for this time and are compensated through stipend payments provided by the school.

New substitute teachers may also be required to attend up to three days of training to prepare them to teach in the Boston Public Schools.

ADMINISTRATIVE RESPONSIBILITY

Heads of schools and principals are responsible for establishing practices and procedures that enable substitute teachers to

provide students with educationally meaningful work and allow for the maximum educational use of the school day. As part of this responsibility, heads of schools and principals or their designees should consider providing substitute teachers with the following items:

- A daily plan book, lesson plan, or other *academic* activity for all classes of the absent teacher. Heads of schools and principals are responsible for ensuring that all teachers prepare appropriately, and continually update plan books and lesson plans so that the lesson taught by the substitute teacher is consistent with the subject matter being taught to the class.
- A copy of the absent teacher's schedule, including subjects and levels of instruction, room assignments, administrative assignments, lunch, and common planning time.
- Homeroom and class lists and seating plans.
- A bell schedule.
- A concise statement of school policies and procedures regarding the taking of attendance, modes of disciplinary referral, referral for illness, emergency procedures, and any other pertinent information a substitute teacher may need.
- Name and location of the administrator responsible for the school's substitute teachers.

These materials may be kept in the school office or distributed to substitute teachers in some other manner that is effective.

For more information about this circular, contact:

Name:	BPS SubCentral
Department:	Office of Human Resources – Sub Central
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Additional Questions:	For additional questions, please submit an HR Inquiry Ticket via the Beacon. This can be found on Access Boston (access.boston.gov).

Mary Skipper, Superintendent