

Policy Code: 7430 Substitute Employees

General Employment of Substitutes

The school district will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies in order to fulfill the instructional responsibility to students.

It is the responsibility of the principal or his/her designee to assign a substitute to fill a vacancy caused by the temporary absence of a teacher. Substitutes should be provided for those teachers who have regular classroom assignments and for specialists and resource teachers when students can be effectively served, and an appropriate substitute is available.

The teacher for whom the substitute is needed is required to provide the substitute with lesson plans and a schedule of classroom activities. School-based administrators and staff are expected to provide assistance and support to substitute teachers at work in the building.

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

It is the responsibility of the Human Resources Division to maintain a list of qualified substitute teachers. Only those persons on the approved list should be used, except in emergency situations where approval has been received from Human Resources to depart from the list.

Placement on the substitute teacher list is at the discretion of the Superintendent or his/her designee. An individual may be removed from the substitute teacher list, a teaching assignment, and/or ongoing substitute employment consideration at the discretion of the Superintendent or his/her designee and at any time.

The administration recognizes the importance of employing licensed teachers as substitutes and will give first priority to those substitutes who hold or have held any teaching license and second priority to those who have completed a minimum of high school and a District approved in-service training for substitutes.

Student Teachers as Substitutes

Student teachers may fill in for the teacher who has been their cooperating teacher for no longer than two consecutive days without a substitute being employed only with the approval of the university supervisor and principal. An individual cannot be paid while assigned as a student teacher.

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 receive additional compensation according to state policies.

Other Employee Substitutes

In an effort to maintain the quality of services, limited funds are available to employ substitutes for classified personnel. Except in unusual situations, a substitute will not be employed unless the employee has been out, with pay, for more than three days. However, any time a regular employee is out without pay, a substitute may be employed. The three-day waiting period does not apply to substitutes for Exceptional Children's Assistants and Pre-K Assistants.

Parental Notification

In accordance with policy 1320, 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 one or more substitute teachers who do 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: Recruitment and Selection of Personnel (policy 7100), Title I Parent and Family Engagement (policy 1320),

Adopted:

Revised: January 9, 2014, February 16, 2017, September 30, 2019, May 4, 2021, April 12, 2023, January 18, 2024 (m)

Chapel Hill-Carrboro Schools
