



WINDHAM SCHOOL
DISTRICT

NUMBER: SD-07.32
DATE: October 10, 2014
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SUPERSEDES: WBP-07.32 and
OP-07.32
April 5, 2001

SUPERINTENDENT DIRECTIVE

SUBJECT: SUBSTITUTE TEACHERS

AUTHORITY: Windham Board Policy (WBP)-03.02, "Windham School District Superintendent Responsibilities and Authority"

APPLICABILITY: Windham School District (WSD)

EMPLOYMENT AT-WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the superintendent's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the WSD and **do not** create any legally enforceable interest or limit the superintendent's authority to terminate a noncontract employee at will.

POLICY:

Substitute teachers may be used when a teacher is absent for the following reasons: illness, excused absences, jury duty, required military training, an approved out-of-district workshop or conference, when a teacher is serving on a WSD committee, when a teacher is scheduled to interview for a WSD selection board, or at any other time deemed appropriate by the principal. A substitute shall not be utilized in a new class for which a teacher has not yet been assigned.

PROCEDURES:

I. Guidelines for the use of Substitute Teachers

It is preferred that substitute teachers be certified. However, if an appropriately certified substitute cannot be found, a non-certified substitute may be used. It shall be the principal's responsibility to ensure that these guidelines are followed.

- A. Substitute teachers used for academic classes must have a high school diploma (HSD) or a high school equivalency diploma. Persons on the approved substitute list with a teaching certificate or a degree from a four-year college or university in an area WSD teaches shall be used first on the list.
- B. Substitute teachers used for vocational classes must have a HSD or high school equivalency diploma. Persons on the approved list with an approved Statement of Qualification (SOQ) or History of Qualifications (HOQ) in the appropriate vocational area shall be used first on the list.
- C. In the event that a certified or degreed academic substitute or SOQ or HOQ approved vocational substitute is not available, persons with a minimum of 60 verified college hours from an accredited institution as shown by an official transcript shall be used. In the event that such persons are not available, then persons with a HSD or high school equivalency diploma may be used.
- D. Substitute teachers who are not teacher certified may only be used for a maximum of 10 consecutive days in the same academic classroom.
- E. Substitute teachers who are not SOQ or HOQ approved may only be used for a maximum of five consecutive days in the same vocational classroom.
- F. Academic substitute teachers who are fully certified and vocational substitutes who are SOQ or HOQ approved in the appropriate vocational area may be used in situations requiring more than the maximum of 10 days in academic classes and five days in vocational classes.
- G. Substitute teachers must successfully complete a pre-service training program that includes security issues, attendance procedures, curriculum, lesson plans, and individualized instruction. The training program shall include eight hours of training, which includes classroom observation. Principals shall be responsible for substitute teacher training. Exceptions to the training program requirement may be granted by the appropriate regional administrator. Outside substitutes shall be compensated for pre-service training.
- H. Substitute teachers must be approved by the Division of Human Resources and the regional office.
- I. Substitutes shall not be used in CHANGES or Cognitive Intervention unless approved by the Division of Instruction.
- J. Substitute teachers may be employed from the approved substitute list prepared by the Division of Human Resources and must have the following documents on file with the WSD:
 - 1. Completed application;

2. Texas Department of Criminal Justice (TDCJ) security clearance;
3. Teacher certificate (if applicable);
4. Transcripts (or HSD/high school equivalency diploma);
5. Driver's License (copy); and
6. Social security card (copy).

NOTE: The TDCJ security clearance for substitutes and the Letter of Reasonable Assurance for Substitute Teachers must be updated annually.

II. Use of TDCJ Employees as Substitutes

TDCJ employees serving as WSD substitute teachers:

- A. May substitute during regularly scheduled days off or on a different shift;
- B. Must follow Windham School District Dress Code (no TDCJ uniforms worn in class);
- C. Must obtain approval in accordance with guidelines provided in TDCJ Personnel Directive (PD)-81, "Multiple Employments with the State";
- D. Must complete a substitute employment application; and
- E. Must complete a "Letter of Reasonable Assurance" and "Substitute Teacher Orientation."

NOTE: No supervisory personnel above the level of group A-16 may be used to substitute.

III. Use of WSD Employees as Substitutes

- A. WSD teachers and librarians may substitute. Other WSD employees who wish to substitute must have the approval of the superintendent.
- B. All WSD employees must have the superintendent's approval for multiple employments prior to being utilized as a paid substitute.
- C. WSD employees serving as substitute teachers:
 1. May be utilized as a paid substitute on a different shift only;
 2. May NOT be on any type of leave status including discretionary or compensatory leave; and

3. Shall not be utilized as a paid substitute more than two days in a work week.

IV. Use of WSD Employees to Cover Classes

- A. Nothing in these procedures prohibits the use of WSD employees to cover classes during their regularly scheduled workday. WSD Operating Procedures (OP)-09.02, "Student Attendance Accounting" states that substitutes shall be non-employees contracted by the Division of Human Resources or the campus principal, counselor, diagnostician, or other employee approved by the superintendent. Such WSD employees may substitute in classes during the course of their normal work when a teacher is absent; however, whenever possible, substitutes should be selected from the approved substitute list.
- B. Sometimes it is necessary to use WSD employees to cover classes until a substitute arrives, when teachers are absent from class for short periods for meetings, or if a teacher must leave class due to illness during the day, or other such instances. Paraprofessionals can cover classes on a very limited basis, but should not be used as a paid substitute without approval from the superintendent. Paraprofessionals are not authorized to sign the daily class roster. Daily class rosters must be signed by a certified teacher, approved substitute, or the principal.
- C. Care should be taken to ensure WSD employees are able to perform their normal duties per their job description and substituting in classes should not substantially hinder these duties.
- D. WSD employees covering class during their normal work hours will not receive additional compensation.

V. Substitute Teachers' Compensation

- A. Substitute teachers are not contracted personnel and are not eligible for any benefits. Substitutes are not eligible for teacher retirement, sick leave, or group insurance through the WSD.
- B. Substitute work days shall be kept in the WSD approved time reporting system. The beginning and ending time should reflect actual time worked. Substitutes shall be paid at a rate to be determined by the superintendent. Substitute teachers shall be paid monthly for days worked.

Signature on file

Dr. Clint Carpenter, Superintendent
Windham School District