

PERSONNEL POSITIONS
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(LOCAL)

SUBSTITUTE TEACHERS	At the beginning of each school year, the Superintendent or designee shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals.
APPLICATION	Persons wishing to substitute teach in the District shall make application through the department of human resources. [See DC] Approved substitutes shall have on file in the District: <ol style="list-style-type: none">1. The District's application form.2. Official college transcript or a Texas teaching certificate, or an equivalent out-of-state teaching certificate.3. Income tax withholding form.4. Criminal background investigation.5. Documents for employment identity and eligibility verification (Form I-9).6. Results of drug test.
QUALIFICATIONS	No person shall be employed as a substitute who does not have at least 45 college semester hours. Additionally, six hours of observation in a selected classroom shall be required of any person who has not had previous creditable classroom teaching experience. Six hours of staff development per year shall be necessary for a substitute to maintain active employment status.
SELECTION	All substitute teachers shall be assigned through the office of substitute services, but requests from principals shall be given priority when possible. Principals shall request and receive specific authorization from the Superintendent before employing any substitute not on the approved list.
CONTINUOUS EMPLOYMENT	The District shall establish a differentiated schedule, which shall provide an additional daily rate of pay for a substitute teacher who is in continuous employment for an individual teacher. A substitute teacher who has been in a continuous assignment for an individual teacher for more than ten days and has to be absent from that assignment due to personal illness, death in the family, or to perform a civic duty as defined in DEC(LOCAL), shall continue at the increased daily rate of pay if the substitute returns to the same assignment immediately following such an absence.
PERFORMANCE RESPONSIBILITIES	A substitute shall be subject to all duties of a regular classroom teacher. Long-term substitutes shall be paid in accordance with the Board-approved salary schedule.

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LONG-TERM
SUBSTITUTE

A long-term substitute assignment is defined as ten or more consecutive days in the same assignment. Approval for an individual to be hired as a long-term substitute must be received from the department of human resources.

STUDENT TEACHER
PLACEMENT

The District shall work in cooperation with area institutions of higher learning in the placement of student teachers on District campuses. The District's substitute services department shall ensure that student teachers adhere to District guidelines and requirements as set forth in this policy for substitute employment. Campus administrators shall adhere to student-teacher guidelines as required by the college or university sponsoring the student-teacher.