

**#4121**  
**Substitute Teachers**

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A substitute teacher in the Madison Public Schools shall be a graduate of a four-year college who is employed for periods of time in the absence of a regular teacher.

The Board shall only hire applicants for substitute teaching positions who comply with the reference and background checks as detailed in Policy #4111.1 and who comply with the disclosure requirements and after requesting information from the applicant's prior employers and SDE. The following criteria shall be met by any individual substituting:

1. Verification of a Bachelor's degree shall be submitted to the Superintendent's office.
2. Proof of eligibility to work in the United States.
3. Evidence of a tuberculin test (intradermal PPD) and chest x-ray if positive.
4. Submission of a Department of Children & Families (DCF) Release of Information form.

The Superintendent is to provide for suitable programs for recruiting, training, assigning, orienting and evaluating substitute teachers.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement benefits within the limits as prescribed by State law.

The Superintendent shall be responsible for determining the type of substitute required in any given situation.

**Legal Reference: Connecticut General Statutes**

Section 10-183v Re-employment of teachers.

June 19 Special Session, Public Act No. 09-1 An Act Implementing the Provisions of the Budget Concerning Education, Authorizing State Grant Commitments for School Building Projects and Making changes to the Statutes Concerning School Building Projects and Other Education Statutes. (Section 48) Public Act No. 09-6 September Special Session.

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal. (as amended by PA 16-67)

10-222c Hiring policy (as amended by PA 16-67)

Date of Adoption: January 17, 1972  
Date of Revision: June 2, 1992  
Date of Revision: December 2, 2008  
Date of Revision: March 7, 2017