

SUBSTITUTES

ETK/ds.1  
9270.1  
Oct. 27, 2011

To the greatest degree possible, the Board of Education shall employ as substitute teachers, competent and effective individuals who are certified by the State of New York in an approved teaching area. Uncertified substitute teachers may be approved for employment as long as they have been graduated from high school for at least two (2) years and meet the following minimal qualifications:

1. An Associates' Degree or higher; OR
2. Completed at least two years of Post Secondary Education; OR
3. Have been graduated from High School for at least four years and have completed a minimum of twelve college credits; OR
4. Having served and been honorably discharged from the military.

Pursuant to State law, individuals employed as substitute teachers who are not certified may be employed for up to 40 days during a school year, unless such individuals are in a program leading to teacher certification. In that case, there is no limit on the number of days for which they may be employed as a substitute teacher.

The Director of Human Resources shall maintain a list of qualified substitute teachers. Such list will be submitted to the BOCES Teacher Registry and that organization will secure substitutes for the district. Substitutes shall be secured in the following order:

1. Certified
2. Degreed, but not certified
3. Non-Degreed

Principals will be responsible for seeing that the work of the substitute is as effective as possible and will establish procedures to provide him or her with necessary materials and lesson plans.

*Payment of Substitute Teachers*

The Superintendent shall establish a pay schedule for substitute teachers subject to approval by the Board.

*Preferred Eligibility List*

Pursuant to law, when substitute positions of five months or more become available, teachers on the district's preferred eligibility list who were excessed from similar positions will be offered the position.

The Education Law requires that teachers on the district's preferred eligibility list (PEL) must be offered any available substitute positions of five months or more in duration, without losing their status on the list, in addition to being offered any similar permanent positions that may become vacant. The declining of such reinstatement may not adversely affect the teacher's preferred eligibility status.

(over)

Cross-ref: 9270, Part-Time Employment

Ref: Education Law §§2509; 2510; 3013; 3101

Civil Service Law §201(7)(d)

Labor Law §590

8 NYCRR §80.36

*Robins v. Blaney*, 59 NY2d 393 (1983)

*Rosenberg v. Westbury Public Schools*, 51 AD2d 551 (2d Dept 1976)

*Matter of Rossi*, 22 EDR 128 (1982)

*Matter of Crandall*, 20 EDR 16 (1980)

*Matter of Negri*, 19 EDR 35 (1979)

*Matter of Walsh*, 17 EDR 434 (1978)

*Matter of Blanchard*, 14 EDR 260 (1975)

Approved: July 01, 2001

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