

Series 4000 – Personnel – Certified & Non-Certified

1. Certified Personnel

B. Temporary and Part-Time Personnel

(1) Substitute Teachers

The Suffield Board of Education believes that the role of the substitute teacher is highly important for maintaining continuity in teaching and learning.

Definitions

Substitute Teacher

Whenever possible, a substitute teacher will be a person who is employed in the absence of the regular teacher and who possesses knowledge in the area of assignment and has demonstrated success in teaching. All substitute teachers will hold an earned baccalaureate degree.

Building Substitute

The building substitute reports to an assigned school each day while school is in session. All building subs must hold a baccalaureate degree and be Connecticut certified teachers.

Long Term Substitute

The long term substitute is placed in an assignment where a teacher may be out for an extended amount of time. A long term sub must hold a baccalaureate degree and be a Connecticut certified teacher.

1. Pay rates for all substitute teachers (including long term substitutes and building substitutes) will be recommended by the Superintendent for approval by the Board of Education.
2. All substitute teachers shall be expected to perform all the duties performed by the regular classroom teacher. Substitute teachers will be expected perform extra assignments and fulfill any other requirements, specified by the principal, that are normally assigned to the absent teacher. Exceptions to the above may be granted by the building principal.
3. All building substitutes may accumulate one sick day per month.

Policy adopted: February 3, 1981
 Policy revised: July 26, 1988, September 1, 1992
 March 24, 2009

SUFFIELD PUBLIC SCHOOLS
 Suffield, Connecticut