



Book	Policy Manual
Section	For Board Review - Vol. 33, No. 2
Title	EMPLOYMENT OF SUBSTITUTES
Code	po3120.04 - Rescind (see replacement policy draft)
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3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.

The Superintendent shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily-absent regular staff members and temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the Superintendent that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The Superintendent may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as the Superintendent deems appropriate. There must also be verification of a satisfactory background check.

**[ x ]** The investigation and interview procedures described in AG 3120A - Selection of Professional Personnel will be used, as applicable to the position. Each substitute will be required to undergo a criminal history record check as described in AG 3120A. **[END OF OPTIONAL PARAGRAPH]**

**[ x ]** Each principal is to develop procedures that ensure each substitute ~~has completed necessary forms;~~ received appropriate instructions, plans, and other resources needed to function properly in the position and the building; **( x )** and been observed early and regularly in the performance of the substitute's responsibilities **[END OF OPTION]. [END OF OPTIONAL PARAGRAPH]**

~~In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set annually by the Board. A person will be considered a long-term substitute if the person is appropriately certified and the staff member for whom the person has been hired to replace has a leave which extends for more than \_\_\_\_\_ (\_\_\_\_) consecutive school days. The long-term substitute position will be terminated by the end of the school year.~~

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

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118.19, Wis. Stats.

P.I. 3.03(8), Wis. Adm. Code