

Policy Code: 7430 Substitute Teachers

PURPOSE: To outline the employment and use of substitute teachers

A. General Employment of Substitutes

The school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. The board recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience also will be considered.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

B. Teacher Assistants as Substitutes

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned with principal recommendation and will be paid additional compensation according to state policies.

C. Parental Notification

In accordance with policy 1320/3560, Title I Parent Involvement and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, [20 U.S.C. 6312\(e\)\(1\)\(B\)\(ii\)](#); [G.S. 115C-12, -36, -47, -332](#); [16 N.C.A.C. 6C .0313, -.0403](#); [North Carolina Public Schools Benefits and Employment Policy Manual\(N.C. Dept. of Public Instruction, current version\)](#), available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy>

Cross References: Title I Parent and Family Engagement (policy 1320/3560), Recruitment and Selection of Personnel (policy 7100)

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Franklin County Schools