

SUBSTITUTES

The Superintendent, or designee, shall maintain a list of approved substitute teachers from which principals shall secure substitutes under procedures established by the Superintendent.

A. Qualifications and Application Procedure

There are two priorities of substitutes hired by the Charlotte County Public Schools:

Priority I – Persons holding Bachelor’s level or higher level degrees. They may or may not hold Virginia Teaching Licenses.

Priority II – Persons with less than a Bachelor’s Degree but at least a high school diploma or the equivalent (GED acceptable).

All substitute candidates apply at the School Board Office to be placed on the recommended list. They must submit transcripts and TB statements, and check off schools in which they wish to substitute. Once this is completed, they are notified to interview with the principal. A principal must recommend (in writing) the person for substitute before the person’s name is submitted to the Board. If there are other schools where the individual has expressed a desire to substitute, then the principal of the school must also submit a written recommendation before the person’s name is placed on that list.

B. Duties and Responsibilities of Substitute Teachers

The substitute will receive the assignment and information relative to carrying out his/her duties from the building principal or his/her designee.

C. Reporting Substitute

At the end of each calendar month, principals of individual schools will file the proper form with the School Board Office, showing the name, days taught, and social security number of each substitute.

A substitute teacher who teaches continuously in excess of sixty (60) days or in excess of a total of ninety (90) days in any one school year shall hold a valid Virginia Teaching License. Each substitute and building principal will receive a monthly report indicating monthly and cumulative tabulations. Principals are responsible for strict adherence to the sixty (60) and ninety (90) day regulation.

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