

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE
PROFESSIONAL EMPLOYEES

ADOPTED: FEBRUARY 19, 1996

REVISED:

Lebanon School District

	405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES	1 2 3 4
1. Purpose	Qualified and competent substitute professional employees shall be employed in accordance with these guidelines.	5 6 7 8
2. Authority SC 1101, 1106	The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute, except that additional names may be added to the list of substitute professional employees by the Board during the school year.	9 10 11 12 13 14 15
SC 111	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.	16 17 18 19 20 21
	<u>Definition</u>	22 23
	The term "substitute" shall mean any individual who has been employed to perform the duties of a regular professional employee during such period of time as the regular professional employee is absent, or to perform the duties of a temporary professional employee who is absent.	24 25 26 27 28 29 30
	<u>Certification</u>	31 32
SC 1101, 1106	A substitute professional employee must hold valid certification and shall be employed only in accord with rules and regulations established by the Pennsylvania Department of Education.	33 34 35 36 37
	Page 1 of 2	38

405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL
EMPLOYEES - Pg. 2

Wages and Benefits

Substitute professional employes shall be paid at a daily rate established by the Board. Long-term substitute professional employes who are employed for a period longer than 44 consecutive working days shall be paid a prorated salary equal to the beginning salary currently in effect.

Long-term professional substitutes employed for a period longer than 90 consecutive working days shall receive all insurance benefits paid by the district for regular teachers and sick leave and personal days prorated according to the length of time employed.

Calling of Substitute Professional Employes

Substitute professional employes shall be scheduled through the office of the Assistant to the Superintendent for Personnel, Pupil Services and Community Relations.

Substitute professional employes will be called each day, as needed. An assignment one (1) day will not automatically be continued the next day. An exception may be made in the instance where multiple day assignments are known in advance and are arranged at the time of initial contact.

Procedures

Rules and regulations for substitute professional employes as developed by the Superintendent or his/her designee will be disseminated to substitutes after they are appointed and before they begin their first assignment.

Evaluation

The principal, and/or supervisor where appropriate, shall periodically visit each substitute for the purpose of evaluation. This evaluation shall be on forms provided by the office of the Assistant to the Superintendent for Personnel, Pupil Services and Community Relations and submitted in accord with the directions thereon. This evaluation shall be reviewed with the substitute by the evaluator if requested.