

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Substitute Teaching	
ADOPTION/EFFECTIVE DATE: June 01, 2011	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Personnel	
Amendment:	

A. Purpose:

The purpose of this policy is to establish guidelines for the hiring of substitute teachers.

B. Policy Statement:

The Board of Education of Queen Anne's County Public Schools recognizes that with training and support, other professionals in our schools can make an outstanding contribution to the education of our students.

C. Rationale:

Queen Anne's County Public Schools acknowledges the significant and positive impact in maintaining quality education when a permanent teacher needs to be absent from classes.

D. Definitions:

1. Substitute Teacher: An individual employed who provides instruction in the absence of the regularly employed teacher
2. Long-term Substitute Teacher: An individual who takes the place of the same teacher in the same position for an extended period of time. Long-term assignments may be scheduled in advance if the absence of the teacher is planned. Long-term assignments may also take place on the 11th day of employment for the same teacher in the same position.

E. Implementation:

The Superintendent shall develop administrative procedures in order to implement this policy.

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F. Evaluation

The Superintendent will provide the Board of Education a review of this policy by August 2015. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

G. References:

Queen Anne's County Substitute Handbook