

# POLICY

## Queen Anne's County Public Schools

POLICY TITLE: Employment of Substitute Teachers	
ADOPTION/EFFECTIVE DATE: Reissued: July 7, 1993 Reformatted: October 9, 2013	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Personnel Amendment:	

### A. Purpose

To establish a process for employing substitute teachers.

### B. Policy Statement

To have continuity of instruction in the classroom it is important to have a qualified substitute teacher present. This policy establish process to become and remain and active substitute teacher.

### C. Rationale

The Board of Education believes that a proper learning environment must be maintained when substitute teachers are present, that learning should not only be possible by is expected when substitute teachers are present, and that substitute teachers must be treated with the same respect that is shown to other staff members.

### D. Definitions

None

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### **E. Implementation Guidelines**

1. Applicant must submit application to the Board of Education on approved form.
2. Applicant must attend the county substitute workshop. Approved list will be published by the Board of Education.
3. This list will include educational preparation of those listed.
4. Evaluation of the substitute teacher's performance will be conducted by the building principal.

### **F. Evaluation**

The Superintendent will provide the Board of Education a review of this policy in 2017. 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**

None