

# POLICY

## Queen Anne's County Public Schools

POLICY TITLE: Long Term Substitute Teacher	
ADOPTION/EFFECTIVE DATE: Reissued: July 7, 1993 Reformatted: October 9, 2013	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Personnel Amendment:	

### A. Purpose

To establish the criteria for a long term substitute teacher.

### B. Policy Statement

A long term substitute is one who teaches for a regularly employed teacher under the following circumstances:

1. It is established that the substitute will be taking the place of a teacher who will not be teaching 10 days or more.
2. The days so established will be consecutive.
3. The substitute will be teaching for the same teacher.
4. In the event a substitute replaces a teacher who eventually is out for more than 10 days, the pay of a long-term substitute will begin on the 11th day.

### 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

A "long term substitute" is one who teaches for a regularly employed teacher under the circumstances listed in B.

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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