

# **POLICY Board of Education of Queen Anne's County Public Schools**

<b>Responsible Office:</b>	Human Resources
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## **POLICY NAME**

### **I. PURPOSE**

To establish a process for employing substitute teachers.

### **II. POLICY STATEMENT**

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

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~~ **but** 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.

### **III. DEFINITIONS**

None

### **IV. POLICY ELEMENTS**

- A. Applicants must submit **an** application to the Board of Education ~~on approved form via the electronic application portal.~~
- B. ~~Applicant must attend the county substitute workshop. Approved list will be published by the Board of Education.~~ Upon verification that the applicant meets minimum qualifications, the applicant will be contacted by Human Resources to continue with the new hire process.
- C. ~~This list will include educational preparation of those listed.~~ Once cleared for hiring, the applicant will be activated in the substitute system and then be able to view and accept jobs. Substitute teachers must adhere to District Policies and follow the guidelines in the Substitute Handbook.
- D. ~~Evaluation of Feedback on~~ the substitute teacher's performance ~~will be conducted and assignment placement may be given~~ by the building principal.

### **V. IMPLEMENTATION**

The Board shall implement this policy.

**VI. POLICY REVIEW**

The Superintendent will provide the Board of Education a review of this policy in ~~2017~~ 2028. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

**VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS**

None

**VIII. EFFECTIVE DATE**

Date: 5/3/2023

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Patricia Saelens, Ed.D.  
Superintendent, Queen Anne’s County Public Schools

**HISTORY:**

<b>Initial Adoption</b>	07/07/1993	<b>Revised</b>	10/09/2013	<b>Reviewed</b>	--/--/----	<b>Next Review</b>	--/--/----
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