

# **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 establishes a process to become and remain an-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 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 via the electronic application portal.
- B. Upon clarification that the applicant meets minimum qualifications, the applicant will be contacted by Human Resources to continue with new hire processing.
- C. 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. Feedback on the substitute teacher's performance and assignment placement may be given by the building principal.

### **V. IMPLEMENTATION**

The Board directs the Superintendent to implement this policy.

**VI. POLICY REVIEW**

This policy will be reviewed by the Responsible Office very four years after its initial adoption and/or last revision.

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

None.

**VIII. EFFECTIVE DATE**

Date: May 3, 2023

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

**HISTORY:**

<b>Initial Adoption</b>	07/07/199 3	<b>Revised</b>	10/09/201 3 05/03/202 3	<b>Reviewed</b>	--/--/----	<b>Next Review</b>	05/03/202 7
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