

SUBSTITUTE TEACHERS

It will be the responsibility of the Principal or his/her designee to assign a substitute to fill any vacancy by the temporary absence of a regular staff member. The substitute teacher will be selected from a list of approved substitutes furnished by the Superintendent's office.

In the filling of these temporary vacancies, an effort will be made to secure substitutes who have full certification, and at the least, training or experience at the level or in the subject specialization of the teacher who is absent. Only fully certified replacement teachers will be assigned to classes whose regular teachers are on long-term leaves of absence of forty (40) days or more. Principals will attempt to maintain as much continuity as possible by engaging only one substitute for the full period of absence of one teacher and by calling back a substitute to serve in a classroom in which he/she has already performed successfully.

Replacement teachers (substitute personnel hired to fill the position of an employee absent on an extended leave) will be entitled to the holidays, pro-rata sick days, and medical insurance as afforded regular professional employees, with the exception that the term of employment ordinarily will cease at the scheduled termination of the regular teacher's leave.

The administration will insure that all teacher substitutes are trained in school rules and policies.

Legal Reference: Conn. Gen. Stat. § 10-183v Reemployment of teachers
 Conn. Gen. Stat. § 10-145a Certificates of qualifications for teachers

Litchfield Board of Education
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