

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Personnel – Certified

4121

Substitute Teachers

Qualification for Substitute Teachers - Substitute teachers shall be eligible for employment upon the submission of a completed application form, proof of degree, satisfaction of all applicable State Laws pertaining to employment (i.e. fingerprint check), and any applicable screening measures utilized by the fingerprint check, and any applicable screening measures utilized by the district.

Compensation - The pay schedule and any attendant benefits for substitute teachers are set by the Superintendent of Schools.

Classifications - The Board of Education acknowledges that varying conditions and student needs require different responses in temporarily replacing classroom teachers. The Board requires the Personnel Department to call upon the most qualified substitutes available for each assignment.

Should circumstances require a substitute for a longer time than expected on a single assignment, and both the administration and the substitute agree on the extension. The administration retains the right to terminate the agreement at any stage during a substitute's service if student needs can be more aptly met by a change.

Per Diem Substitutes - Per diem substitutes are those whose assignments range from a half workday to five full workdays.

Long-term Substitutes - Long-term substitutes are those whose assignments are expected to exceed five consecutive working days. The Superintendent may negotiate salary and conditions of employment.

Interim Teacher Substitutes - Interim substitutes are those engaged to replace the same classroom teacher for more than twenty consecutive teaching days. The Superintendent may negotiate salary and conditions of employment.

Permanent Substitutes - The Superintendent may employ permanent substitute teachers to be assigned as needed.

Permanent substitutes are full time employees of the district and expected to report to work each school day. Where possible, they will receive their specific assignments on the previous school day and report to the appropriate building office. Should no classroom assignment exist, the substitute will be assigned other duties after reporting to his or her designated supervisor.

Substitute Teachers

Specialized Candidates Exceptional Situations - In cases involving extended periods and when a substitute with specialized skills is required to meet student needs, the Superintendent may negotiate salary and conditions of employment apart from the published schedule in the administrative regulations to obtain the services of a satisfactorily qualified substitute.

Legal Reference: Connecticut General Statutes
 10-183v Reemployment of teachers.
 10-145a Certificates of qualification for teachers.
 10-221d Criminal history records checks of school personnel.
 Fingerprinting. Termination or dismissal. (as amended by PA 16-67)
 10-222c Hiring policy. (as amended by PA 16-67)

Policy Adopted: April 23, 2019