

COLCHESTER SCHOOL DISTRICT

POLICY: SUBSTITUTE TEACHERS, VOLUNTEERS AND WORK STUDY STUDENTS

DATE ADOPTED: June 18, 2024

POLICY STATEMENT

The Colchester School District recognizes that substitutes, volunteers and work study students play an integral role in the delivery of educational services at the schools.

It is the policy of the District to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the District has for the education and safety of its students.

I. DEFINITIONS

- A. Licensed Educator** is a substitute teacher who is licensed and appropriately endorsed for the position for which they are employed.
- B. Retired Educator** is withdrawn from active service and is qualified to receive a retirement allowance and may hold a Retired Educator License. The same requirements apply to retired educators as for unlicensed persons if they do not hold a Retired Educator License and their Level Two License has expired.
- C. Unlicensed Person** may be employed as a substitute teacher for up to thirty (30) consecutive calendar days in the same assignment. The superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360. These provisions apply to retired educators if they do not hold a Retired Educator License and their Level Two License has expired.
- D. Volunteer** is an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits.
- E. Work Study Student** is a post-secondary student who receives compensation for work performed at a school operated by the District as part of a work experience program sponsored or provided by the college or university at which the student is enrolled.

Last Reviewed: September 6, 2016
Date Warned: May 3, 2024
First Reading: May 7, 2024
Second Reading: June 4, 2024
Third Reading: June 18, 2024

II. ADMINISTRATIVE RESPONSIBILITIES

A. SUBSTITUTE TEACHERS

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the superintendent or their designee for all schools in the District. No person will be placed on the qualified substitute list unless that person has graduated from high school. It is the responsibility of the principal/school administrator to assign a substitute to fill any vacancy caused by the temporary absence of a regular staff member.

The superintendent or designee will provide substitute teachers with information on the prevention, identification, and reporting of child sexual abuse, as required by 16 V.S.A. 563(a). Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the principal.

Human Resources will request a criminal records check through the Vermont Crime Information Center (VCIC), the Vermont Child/Adult Abuse Registry, and the Vermont Internet Sex Offender Registry on any candidate that is recommended for appointment. Requests will be made for fingerprint-supported criminal records from the state of Vermont and any state in which the superintendent has reason to believe the applicant has resided or been employed. Human Resources shall maintain such records in accordance with state law.

Substitute teachers will be paid per diem wages as determined by the superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher. There is no guarantee of employment. Substitutes are employed "at will," which means the individual or superintendent may terminate employment at any time without reason. Substitutes shall not be considered district employees under the negotiated agreements between the District and Colchester Education Association.

B. VOLUNTEER AND WORK STUDY STUDENTS

Volunteers and work study students will be appropriately screened prior to entering into service in the District.

Only volunteers and work study students who have been screened and approved by the superintendent or designee may have unsupervised contact with students. Human Resources will request a criminal records check through the Vermont Crime Information Center (VCIC), the Vermont Child/Adult Abuse Registry, and the Vermont Internet Sex Offender Registry for any person being considered for service as a volunteer or work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible.