

SUBSTITUTE TEACHERS

1. Appropriate documentation is needed prior to the employment of a substitute teacher. The school file should contain all of the items usually required for teachers, including their application, transcripts, certification documents and legal clearances (see policy 4111.2). As long as the substitute teacher is employed by the school from year to year, their clearances remain valid.
2. The minimum academic requirement for a substitute is a baccalaureate degree. The minimum age requirement is 21 years. State teaching certification is preferred, but not required. For persons without teaching certification, the principal is to insure that the substitute teacher is prepared for the responsibility to supervise students.
3. Substitute teachers are to observe all of the expectations of professional educators as stated in diocesan policy and local school policies.
4. Day to day substitutes are employed on a per-diem basis, at a rate set by the local school. Benefits do not apply and no contract is issued.
5. Long-term substitutes, that is beyond 6 weeks, but less than a full year, the per-diem is generally that of the starting level of the school's teacher salary scale. Benefits do not apply and no contract is issued.
6. A long-term substitute covering an entire school year for a teacher on leave, should receive the salary that he/she would qualify for based on the local school's salary scale, and the appropriate benefits. Their contract should be accompanied by a letter stating that they are employed for one school year only to cover for a teacher on leave.
7. All substitute teachers must be paid through the regular school payroll. No substitute may be paid as a contractor or vendor.

Policy adopted:
July 1, 2011

JPM/Bishop of Harrisburg