



Book	Policy Manual
Section	Policies for the Board
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
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#### 3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall recommend and the Board shall approve substitutes to replace temporarily absent regular staff members and fill new positions. Substitute teachers whose license limits them to teach for only one (1) semester in a class will be approved by the Board before the start of each semester. Employment of substitute teachers may be terminated when their services are no longer required.~~The Superintendent shall employ substitutes for assignment as services are required to replace temporarily absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required.~~

Substitutes must possess a valid Ohio professional license or substitute teaching license to serve as a substitute. No professional staff member employed in a position for which licensure is required may be paid until evidence of such appropriate licensure for the subject area, grade level, or position, etc. has been received by the Superintendent and transmitted to the Treasurer.~~Substitutes must possess a valid Ohio professional certificate or substitute certificate, unless the Superintendent believes the person's application information indicates the person has the qualifications to receive a teacher's certificate. Such a person may be employed on a conditional basis for a period not to exceed sixty (60) days from the date the person submits a request for a certificate to the Department of Education through the date the Superintendent receives the person's valid teaching certificate. If the certificate is not delivered within the time period, the person's employment is to be terminated.~~

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation (see Policy 3121).

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute employed for more than sixty (60) days in one (1) specific position will be placed at the minimum salary on the current teachers' salary schedule (e.g. BA/O) and will be eligible for fringe benefits provided to regular teachers, including sick leave~~regular staff members.~~

~~D~~Casual or daily substitutes shall not earn sick leave nor be paid for days when students are not required to attend school.

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R.C. 3307.381(A), 3317.13, 3319.10, 3319.101, 3319.36, 3319.39