

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **4000**
CATEGORY: **Personnel – Certified
and Non-Certified**
POLICY CODE: **4121/Substitute
Teachers**

SUBSTITUTE TEACHERS

Policy Statement

A substitute teacher shall be a person who has earned a Bachelor’s Degree, is fully qualified to instruct in the Trumbull schools, and who is employed for short periods of time in the absence of the regular teacher. The Commissioner of Education may waive the requirement for a Bachelor’s Degree for good cause upon the request of the Superintendent of Schools.

The Board shall hire only an applicant for a substitute teaching position who complies with the background and records checks detailed in Trumbull Board of Education Policy 4212.5, “Security Checks,” and after the Board has requested from previous employers of the person information and recommendations which may be relevant to the person’s fitness for employment. The Board shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The Board shall hire only substitutes who are on such list. An approved substitute shall remain on such list as long as he/she is continuously employed by the Board as a substitute teacher, provided the Board does not have any knowledge of a reason that such person should be removed from the list.

A substitute teacher shall adhere to all policies, regulations, and procedures of the Board of Education and each of its schools, as well as the Connecticut Code of Professional Responsibility for Teachers and Board of Education Policy 4118.22, “Code of Ethics.”

Suitable programs for training, assigning, orienting, and evaluating the work of substitute teachers shall be provided by certified staff under the direction of the Superintendent.

Rates of compensation for substitute teachers will be set by the Board of Education.

It will be the responsibility of the Human Resources Office, working as necessary with a school principal or his/her designee, to assign a substitute to fill any vacancy caused by the temporary absence of a regular teacher. Any substitute must be selected from the list of approved substitutes maintained by the Human Resources Office.

The hours of work of a substitute teacher are fixed by the Human Resources Office. Outside those designated hours of work, an individual working with students must comply with the regulations of Board of Education Policy 1212.1, “Volunteers.”

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. The District 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.

Within the limits as prescribed by law, retired teachers may be employed as substitute teachers without jeopardizing their retirement salary.

Adopted: 7/15/1980
Revised: 1985, 1986, 1987, 1988,
6/1993, 6/1995, 7/16/2002,
7/11/2017

References

- Connecticut Public Act 09-1, “An Act Concerning Educator Certification and Professional Development and Other Education Issues”
- Connecticut Public Act 09-6, “An Act Implementing the Provisions of the Budget Concerning Education, Authorizing State Grant Commitments for School Building Projects, and Making Changes to the Statutes Concerning School Building Projects and Other Education Statutes”
- Connecticut General Statutes §§ 10-145a, 10-183v, 10-221d, 10-222c
- Trumbull Board of Education Policy Code 4118.22: Code of Ethics
- Trumbull Board of Education Policy Code 4212.5: Security Checks