

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 4210**

**Personnel – Certified – Temporary/Part-Time**

**Substitute Teachers**

A substitute teacher shall be a person who has earned a Bachelor's Degree, is fully qualified to instruction in our schools, and who is employed for short periods of time in the absence of the regular teacher.

Suitable programs for training, assigning, orienting, and evaluating the work of substitute teachers shall be provided by the 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 Principal or his/her designee to assign a substitute to fill any vacancy created by the temporary absence of a regular staff member. The substitute teacher will be selected from a list of approved substitutes.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

Legal Reference: Connecticut General Statutes:  
10-183v Reemployment of teachers.  
10-145a Certificates of qualifications for teachers, as amended by PA 11-27, An Act Concerning Substitute Teachers.  
June 19 Special Session, PA 09-1, 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.  
(Section 48) PA 09-6 September Special Session

Adopted: December 7, 1987

Revised: June 7, 2016