

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE PROFESSIONAL  
EMPLOYEES

ADOPTED: March 22, 2004

REVISED: March 12, 2011, Decemer 3, 2013  
February 9, 2015

# SOUTHERN LEHIGH SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Definition SC 1101</p> <p>3. Authority SC 1101, 1106</p> <p>4. Guidelines SC 111 23 Pa. CSA 6301</p> <p>42 U.S.C. Sec. 653a</p>	<p style="text-align: center;">405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional employees shall be employed in order to provide continuity in the educational program of the schools.</p> <p>The term substitute professional employee shall mean any individual who has been employed to perform the duties of a regular professional employee or temporary professional employee during such period of time as the regular professional employee or temporary professional employee is absent.</p> <p>The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute.</p> <p>The Board may add additional names to the list of substitutes during the school year.</p> <p>No candidate shall be employed until such candidate has complied with all mandatory background checks and required medical testing requirements.</p> <p>In all cases, efforts will be made to employ properly certificated substitutes for each assignment.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p>Substitute teachers in the Southern Lehigh School District shall be classified in three (3) categories:</p> <ol style="list-style-type: none"> <li>1. <u>Daily Substitute Teacher</u> - Daily Substitute Teachers are those who serve or who are expected to serve because of the absence of regular professional or temporary professional employees. Daily Substitute Teachers serve from one to no more than sixty (60) days in one or more assignments.</li> <li>2. <u>Extended Term Substitute Teachers</u> - Extended Term Substitute Teachers are those who serve or are expected to serve at least sixty-one (61) but no more than eighty-nine (89) consecutive days in the same assignment. The duties and responsibilities of these substitutes shall be equivalent in full to those of professional and temporary professional employees. The District shall employ an</li> </ol>
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	<p>Extended Term Substitute Teacher with Board approval. The compensation of these employees shall be based on the first step of the current negotiated teacher salary schedule and paid on a per diem basis each pay period.</p> <p>3. <u>Long Term Substitute Teachers</u> - Long Term Substitute Teachers are those who serve or are expected to serve for ninety (90) consecutive days or more in the same assignment. The duties and responsibilities of these substitutes shall be equivalent in full to those of professional and temporary professional employees. The district shall hire a Long Term Substitute Teacher with Board approval. Long Term Substitute Teachers shall be placed on the negotiated teacher salary schedule at a salary level proposed by the administration and approved by the Board of Directors. Full Year Long Term Substitute Teachers shall, upon hire, receive fringe benefits accorded professional and temporary professional employees with the exception of tuition reimbursement.</p> <p>In the event that a substitute is hired to perform the duties of a regular professional or temporary professional employee whose significant periods of absence are, or are expected to be intermittent, the absences or expected absences during the applicable school year for that particular assignment may be combined at the discretion of the Board in order to have the effect of one period of substitution for purposes of categorization and compensation.</p> <p>If a substitute works during a transitional period when the regular professional or temporary professional employee is also actively at work, this period of service shall be considered as time spent in service for purposes of categorical classification. Actual service may only be calculated from the first day a regular professional employee is absent until his or her return.</p> <p>Absences during substitution periods for reason of funeral leave, as funeral leave would apply to a professional employee under the Association's contract in effect at that time, or absences due to substitute's illness will not be construed to cause interruption in the accumulation of consecutive teaching days for the purpose of such employee's substitute categorization, and/or for the purpose of the determination of the appropriate paid rate, although days of absence themselves shall not count toward totals of consecutive teaching days.</p> <p>Expectations affecting categorizations, and subsequent pay rates, shall be evaluated solely by the District based on the latest information available and adjusted as necessary. At no time will the classification and/or hire of any substitute employee constitute a guarantee of employment for any time period.</p> <p><u>Evaluation for Permanent Certification</u></p> <p>Long-term substitutes shall be evaluated to ensure quality of performance. Such evaluation, however, will not be counted by the district as a qualification for tenure.</p> <p><u>Membership to Pennsylvania State Employees' Retirement System</u></p> <p>Membership in Pennsylvania State Employees' Retirement System will comply with</p>
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<p>5. Delegation of Responsibility</p> <p>School Code 111, 1101, 1106, 1148</p> <p>42 U.S.C. Sec. 653a</p> <p>23 Pa. CSA 6301</p>	<p>the state retirement system regulations.</p> <p>The identification, recruitment, and assignment of substitute teachers shall be the responsibility of the Superintendent or his/her designee who shall maintain lists of eligible and available substitutes and shall furnish copies for approval to the Board as required.</p> <p>The Superintendent and the supervisory staff shall be responsible for orientation, initiation, and in-service supervision of all substitute teachers.</p>
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