

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION {    }                      ACTION { X }                      CLOSED MEETING {    }

**SUBJECT:**                      SUPERINTENDENT’S REPORT - ACTION

GCE-R – Part-Time and Substitute Professional Staff Employment  
– Draft Revision

**BACKGROUND:**                      Regulation GCE-R has been revised to reflect discussion at the previous School Board meeting.

Policy GCE is included for your information because it communicates the limitation of 90 teaching days for a substitute employed to fill a teacher vacancy, unless approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

**RECOMMENDATION:**                      Approval of the revised regulation, GCE-R, is recommended.

## PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

### Substitute Teachers:

Only persons on the list approved by the Superintendent and School Board shall be used as substitute teachers.

Substitute teachers are paid on a per diem rate set by the School Board. Substitutes must have at least a GED Certificate or a high school diploma.

Rate of pay for substitute teachers is based on the following classifications: high school diploma (\$58.00); two years of college/60 semester hours (\$63.00); B.A. or B.S. Degree (\$70.00).

A substitute teacher, holding a valid Virginia teaching license and teaching in an area for which he/she is specifically endorsed, shall be compensated at the per diem rate of \$150.00. An expired license shall not be considered a valid license.

Any substitute teacher with a B.A. or B.S. Degree who substitutes twenty (20) ~~consecutive~~ full days in the same assignment, upon the 21st ~~consecutive~~ day will be compensated at the daily rate of \$150.00 *for the remainder of the long-term substitute assignment.*

Any substitute teacher with two full years of college who substitutes twenty (20) ~~consecutive~~ full days in the same assignment, upon the 21st ~~consecutive~~ day will receive their regular rate of pay plus one-half the difference between their regular rate of \$150.00 *for the remainder of the long-term substitute assignment.*

*A substitute teacher shall earn one (1) sick leave day for each 20 days worked in a specific assignment, unless otherwise approved, in advance of beginning the substitute assignment, by the Superintendent. Such accrued sick leave is unpaid and may not be carried forward to future long-term substitute assignments.*

### Substitute Bus Drivers:

Only qualified persons on the list approved by the Superintendent and School Board shall be used as substitute bus drivers. To qualify, persons must pass a written test and on-the-road training and have a good moral reputation. Substitute bus drivers must be 23 years of age. Substitute bus drivers are paid on a per trip rate or daily rate as set by the School Board.

Adopted: November 7, 2000

Revised: December 2, 2003; January 25, 2012; June 25, 2012;

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## PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

### Substitute Teachers

Substitute teachers shall:

- be at least 18 years old, with preference given to persons 21 years old or older;
- possess good moral character;
- hold a high school diploma or GED certificate; and
- attend orientation to school policies and procedures.

The Bath County School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

A substitute teacher, as used in this section, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

### Homebound Teachers

Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Personnel Office or from the approved substitute teacher list and shall hold a valid teaching certificate.

### Part-Time Teachers

An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time.

Part-time teachers shall meet the certification requirements of the State Board of Education.

### Summer School Teachers

Summer school teachers shall meet all certification requirements.

### Interns

Arrangements for the utilization of interns in the school division should be initiated through the superintendent.

### Student Teachers

The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The

superintendent shall have the responsibility for the assignment and placement of student teachers in the school system.

Student teachers shall not be used as substitute teachers.

Adopted: May 1999

Revised: May 6, 2003; June 24, 2010; June 25, 2012;

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

8 VAC 20-640-10.

Cross Ref.: GCB Professional Staff Contracts  
GCPD Professional Staff Discipline  
GCDF Suspension of Staff Members