

DELETE POLICY

Substitute Teachers	At the beginning of each school year, the Superintendent or a designee, in cooperation with principals, shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals. The list shall indicate each individual's qualifications. Principals shall request and receive specific authorization from the Superintendent or designee before employing any substitute not on the approved list.
Application	Persons wishing to substitute teach in the District shall make application through usual channels. [See DC]
Documentation	Approved substitutes shall have on file in the District:0) <ol style="list-style-type: none">1. The District's application form;2. A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas certificates; and3. An income tax withholding form.
Qualifications	The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least 90 college hours. A substitute with 60 college hours shall be "grandfathered" under the 90-hour rule provided he or she has met the District's minimum service requirement of five days or more on duty during the 2008-09 school year.
Selection	Principals shall give first consideration to the most qualified teachers on the approved substitute list and shall make every effort to place substitutes in their field of interest or the field in which they are best qualified. A principal may also make a recommendation for placement on the substitute list on behalf of a prospective substitute who meets the qualifications in accordance with this policy.
Pay	The rates for substitute pay shall be set by the Board and recorded in Board minutes.
Performance Responsibilities	A substitute shall be subject to all duties of a regular classroom teacher.