



Policy of the Board of Trustees

G Series

GCG

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT (Substitute Teachers)

In the absence of a contract with an outside agency or service to provide the substitute professional staff for the North Country Charter Academy, the following policy will apply to all substitute professional staff positions.

The Principal shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent.

Insofar as possible, the Principal will call teachers on the substitute list for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the school except when specifically approved by the Principal. The Principal will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

Substitutes Pay

The rate of pay for a substitute shall be set by the Board of Trustees and be subject to periodic review.

All part-time and substitute employees must undergo a Criminal History Records Check prior to any employment.

CROSS REF: GBCD Criminal History Records Check

1st Reading: October 20, 2011

2nd Reading: December 15, 2011

Adoption: January 24, 2012

Proposed Reconsideration: January 2016