

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: GEA, GEB-RA, GEF-EA, Negotiated Agreement

Responsible Office: Human Resources

Substitute Teachers

I. PURPOSE

To designate the responsibility and establish the procedures for the employment and assignment of substitute teacher personnel

II. DEFINITION – See current Contract Agreement Between the Montgomery County Education Association and the Board of Education of Montgomery County, Substitute Teachers, Definitions, Article 2.

- A. *A short-term substitute unit member* is anyone who works fewer than eleven (11) consecutive workdays in the same assignment on a day-to-day basis.
- B. *A long-term substitute unit member* is a substitute teacher who works a minimum of eleven (11) consecutive workdays in the same assignment for a regular classroom teacher who is on leave, or a substitute teacher who fills a vacancy for a minimum of eleven (11) consecutive workdays in the same assignment.

III. PROCEDURES

A. Eligibility

1. To be considered for substitute teaching, each applicant must:
 - a) Be eligible to be employed in the United States
 - b) Present proof of the completion of the minimum of a bachelor's degree or a teacher education program that included student teaching from an accredited institution by submitting official transcript(s). (Persons applying to substitute in vocational programs may be considered without a bachelor's degree but must have at least two years of college and/or experience in the related area.) In emergency situations or in shortage areas, individuals who have successfully

completed student teaching but have not yet received a bachelor's degree may be cleared by the director of the Department of Staffing and their names placed on the approved substitute list. Consideration is given to applicants who have not student taught but have previous full time or substitute teaching experience

- c) Submit resume, two employment references, transcript(s) and required forms; be fingerprinted by MCPS and complete all required paperwork
2. The Office of Human Resources (OHR) will schedule individuals to a substitute teacher orientation session when the application process is complete.
3. At the orientation session, applicants will be fingerprinted and complete the required forms.
4. The Department of Staffing is responsible for maintaining the list of eligible substitute teachers. The list will be purged annually of substitutes who have not worked during the previous school year.

B. Assignment

1. Short-term substitutes may be assigned by the OHR's automated calling system or be pre-arranged through the school/teacher and recorded on the centralized system. The substitute teacher assigned must be a substitute approved by the OHR. Teachers are required to register each absence requiring a substitute on the automated calling system.
2. Request for the approval of the substitute teacher selected for a long-term assignment must be filed with the Department of Staffing, on MCPS Form 445-17: *Request for Employment or Notice of Termination of Long-term Substitute* as soon as it is determined that the assignment will be more than ten consecutive duty days. Upon the completion of the long-term assignment, notification of termination must be sent by the principal to the Department of Staffing, on MCPS Form 445-17.

C. Professional Development – See current *Contract Agreement Between the Montgomery County Education Association and the Board of Education of Montgomery County*.

- D. Schedules and Workload – See current *Contract Agreement Between the Montgomery County Education Association and the Board of Education of Montgomery County*.
- E. Salaries – See current *Contract Agreement Between the Montgomery County Education Association and the Board of Education of Montgomery County*.
- F. Insurance – See current *Contract Agreement Between the Montgomery County Education Association and the Board of Education of Montgomery County*.
- G. Authorized Absences – See current *Contract Agreement Between the Montgomery County Education Association and the Board of Education of Montgomery County*.
- H. Performance

Substitute teachers will be apprised by the principal when concerns are raised about the quality of the substitute teacher's performance. If the principal feels that the substitute teacher's performance does not meet MCPS standards, he/she informs the substitute of these concerns in writing, provides an opportunity for the substitute to respond to the concerns, and submits the OHR form *Substitute Deletion Request* to the Department of Staffing. The director, Department of Staffing, may remove the substitute from the approved list of substitutes for that location. Depending upon the severity of the concerns, the director may remove the substitute from the approved list of substitutes for all MCPS schools. The director will provide written notification to the substitute when he/she is removed from the approved list.

Regulation History: Formerly Regulation No. 435-1, August 29, 1980, revised February 1986, amended by the Agreement Between the Board of Education and Montgomery County Education Association (1984-87), Substitute Teachers, Article 4; amended by the Contract Agreement Between the Board of Education and Montgomery County Education Association (2002-2004); revised May 8, 2003.