

Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

April 10, 2019

MEMORANDUM

To: Members of the Board of Education
From: Jack R. Smith, Superintendent of Schools
Subject: Substitute Teacher Minimum Requirements

During the March 25, 2019, Board of Education meeting, a discussion about the minimum number of days a substitute teacher must work in Montgomery County Public Schools (MCPS) evolved. This memorandum provides additional context to the minimum number of days a substitute teacher must work in MCPS. Substitute teachers are required to work a minimum of five days per semester in order to remain employed with MCPS. The days worked can be either full or early release days. This requirement equates to approximately one day per month.

This practice was implemented by the Office of Human Resources and Development for the 2012–2013 school year following an analysis of substitute teacher attendance that revealed that many employed substitute teachers were not actively working or accepting requested jobs. The five-day per semester requirement was intended to encourage substitute teachers to work by accepting at least the minimum number of days required and to decrease the number of unfilled substitute jobs.

Substitute teachers receive this information in multiple formats. This information may be found on page 1 of the *Substitute Teacher Handbook*; in the Welcome Back letter that is distributed via e-mail to each substitute teacher in August; and on the Reasonable Assurance Form that is sent via U.S. mail to each substitute teacher in May. This practice is under review as part of our analysis of substitute teacher qualifications stemming from the March 12, 2019, Board meeting agenda item New Business: Substitute Qualifications.

If you have any questions, please contact Dr. Andrew M. Zuckerman, chief operating officer, at 240-740-3050 or Mrs. Lance Dempsey, associate superintendent, Office of Human Resources and Development, at 301-279-3270.

JRS:AMZ:LD:jnm

Copy to:

Dr. Navarro	Ms. Diamond
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Dr. Zuckerman	Mrs. Dempsey
Mr. Civin	Ms. Webb
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