REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: GBJ
Responsible Office: OFFICE OF HUMAN RESOURCES

SUBSTITUTE TEACHERS

A. PURPOSE

To establish procedures to ensure qualified substitute teachers provide continued instruction and classroom coverage when a classroom teacher is absent.

B. BACKGROUND

Classroom teachers are absent from the classroom for different reasons. In order to ensure fidelity of the instructional program and appropriate classroom coverage, Anne Arundel County Public Schools (AACPS) employs substitute teachers to provide instruction in the classroom of an absent teacher.

C. DEFINITIONS

1. ***Long-term Substitute Teacher*** – a person employed by AACPS who has met the qualifications as defined by the Office of Human Resources and who provides instruction in the same position for 11 consecutive work days or more. A long-term substitute teacher shall be paid an established flat rate higher than that established for a daily substitute teacher. The higher rate shall be retroactive to the first day of the long-term assignment.

2. ***Substitute Teacher*** – a person employed by AACPS who has met the qualifications as defined by the Office of Human Resources to provide instruction to students when a classroom teacher is absent.

D. PROCEDURES

1. The Office of Human Resources collects and maintains records of registered substitute teachers approved for assignment.

    a. Information regarding approved substitute teachers shall be kept in the automated substitute reporting and assignment system.

b. School-based administrators, teachers, and substitutes shall follow the procedures established by the Office of Human Resources to ensure successful implementation of the automated substitute reporting and assignment system.

2. School-based administrators are responsible for preparing and providing information for substitutes in their buildings regarding school-based procedures.

3. Substitute teachers shall assume the regular duties of the teacher.

4. When an anticipated long-term assignment, 11 days without a break in service in the same position, is necessary, reasonable efforts shall be made to obtain a licensed teacher to serve as a substitute in the classroom.

5. Applicants interested in employment as substitute teachers shall:

   a. File an application online for a position as a substitute teacher with the Office of Human Resources;

   b. Present evidence of having graduated from high school and having received 48 college credits. The transcripts from the institution of higher education shall be forwarded to the Office of Human Resources for verification of educational background and experience;

   c. Provide all appropriate credentials as specified in the application;

   d. Provide evidence of eligibility for employment as defined by the United States Immigration and Naturalization Service; and

   e. Provide all information as required by the Office of Human Resources for conducting a criminal background check in accordance with State law.

6. Applicants may not be placed on the substitute calling system and may not be employed until the application process is successfully completed.

7. If selected as a potential substitute teacher, the applicant shall participate in a mandatory orientation before approval as a substitute teacher and eligibility for substitute assignments.

8. Substitute Teacher Pay

   a. Wages for substitute teachers are based on academic training and the number of consecutive work days in the same position.

   b. Daily substitute teachers who possess a valid bachelor's degree shall be paid an established flat rate for a full-day assignment. Half-day assignments shall be a

flat rate that is half of the full-day assignment rate.

c. Daily substitute teachers with a minimum of 60 semester hours of college credit, but without a bachelor's degree, shall be paid an established flat rate between the rate for substitute teachers with 48 semesters hours of college credit and the established rate for substitute teachers with a bachelor's degree.

d. Daily substitute teachers with a minimum of 48 semester hours of college credit, but without a bachelor's degree, shall be paid an established flat rate less than that established for a degreed substitute teacher and a substitute with a minimum of 60 semester hours of college credit.

9. Substitute teachers may receive experience credit.

   a. A substitute teacher serving in a long-term assignment may receive prior experience credit for that assignment upon employment as a regular teacher with AACPS.

   b. Experience credit for long-term substitutes shall be based on a 10-month school year. A full month of substitute teaching shall be considered 19 days.

   c. Experience shall accumulate for only those long-term assignments consisting of 11 consecutive work days in the same substitute position.

10. The automated substitute system accepts teacher absences 24 hours per day by phone or online for either:

    a. Unfilled substitute assignments; or

    b. Pre-arranged substitute assignments.

11. The Office of Human Resources secures substitute coverage in the following ways:

    a. The automated substitute system calls substitute teachers during specified hours;

    b. Substitute teachers call in to the automated substitute system; or

    c. Substitute teachers check the automated substitute system website for unfilled substitute assignments.

12. Employment as a substitute teacher is deemed temporary and may be terminated at any time by either AACPS or the substitute teacher.

13. To maintain active status, substitute teachers shall complete and submit an annual letter of intent by the conclusion of the current school year with the Office of Human Resources.

Regulation History: Issued 03/05/14; Technical Edit 11/02/26

Note Previous Regulation History: Replaces Regulation 801.10 issued 08/13/73, and revised 11/07/90, 05/19/99, and rescinding AR 801.11

Legal Reference: Section 5-551 of the Family Law Article