

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 300-13
Subject:	MINIMUM QUALIFICATIONS FOR SUBSTITUTE TEACHERS	Date of Issue: 10/1/80
Preparing Office:	Office of the Superintendent	Amended: 8/8/11

I. Policy

II. Procedures

- A. Applicants who have successfully completed two (2) or more years of training (college/university credits, technical school, 64-hour day care certification, college seminars/workshops) may be approved to work as substitute teachers in Frederick County Public Schools (FCPS). Applicants will be selected based on experience, preparation and course work, references, availability and background check. *

* This policy does not apply to those persons who are currently on the approved list as long as they remain active. If they become inactive, they will be treated as new applicants and will need to meet the two-year requirement before being approved.

- B. In times of critical substitute shortage, applicants who meet one (1) of the requirements listed below may be approved for limited substitute teacher use.

The applicant must meet one (1) of the following criteria:

1. A former FCPS instructional assistant/educational support staff member with two (2) years satisfactory employment experience (all grades).
2. A former public or private educational institution instructional assistant/educational support staff member with two (2) years satisfactory employment experience (all grades).
3. Six (6) years successful military experience with an honorable discharge (middle/high school only).
4. Thirty (30) semester hours of post-secondary credit (credit sources may include college/university, technical school, military training).
5. Verification of successful volunteer experience. (Administrators may designate an applicant, with a high school diploma, for use as a substitute teacher in their school upon verification of successful volunteer experience.)

C. References

1. Applicants must provide two (2) satisfactory references.
2. Applicants must successfully complete the substitute orientation session.

3. Applicants with a high school diploma who are designated by an administrator must provide a letter of recommendation from principals, camp or youth program directors, etc. for past volunteer work with specific age groups of children.
- D. In an emergency, an administrator and/or the Division of Human Resources may employ a person who does not meet the minimum requirements. Human Resources should be informed if an exception is made.

Approved:

original signed by

Theresa R. Alban
Superintendent