

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-27
Subject: RESIDENT SUBSTITUTES	Date of Issue: 11/1/00
Preparing Office: Office of the Superintendent	Amended:

I. Policy

II. Procedures

A. Definition

Resident substitutes are substitute teachers assigned to a specific home school or feeder school pattern. The primary responsibility of a resident substitute is to provide classroom coverage through prearranged assignments made by the building administrator.

B. Placement

Resident substitutes may be placed in an elementary, middle, or high school. A resident substitute may also serve at Heather Ridge School, the Career Technology Center, or Rock Creek School.

1. Funding for the fiscal year determines the number of resident substitutes to be identified and the location/duration of their assignments.
2. Where funding is limited the instructional directors will work with the human resources department to identify schools to be assigned resident substitutes and the duration of the assignments.
3. Resident substitutes may be asked to cover classrooms at a school within the feeder pattern of their home school assignment.

C. Selection

Resident substitutes are chosen by the human resources department in consultation with the principal. Resident substitutes shall hold a bachelor's degree with preference given to those who hold a standard professional teaching certificate or a teaching certificate issued by another state.

1. A personnel officer approves resident substitutes for employment. Approval includes verification of credentials, submission of recent references, and a criminal background check.
2. The resident substitute receives a pre-employment orientation from a personnel officer.

D. Work Year

Resident substitutes are eligible for work every day school is in session for students.

1. Each assignment shall terminate at the end of the school year or at the conclusion of the identified funding period.
2. The hourly rate shall be paid at the rate set each fiscal year.
3. Resident substitutes do not receive benefits.
4. The board of education shall pay for worker's compensation insurance, unemployment insurance and FICA.

E. Resident Substitutes Usage

1. Covering for a teacher absence is the first priority use. The principal or designee may prearrange classroom coverage with the resident substitute.
2. Resident substitutes may be used when teachers need to be released for I.E.P. team meetings, parent conferences, or professional development activities.
3. Resident substitutes may be used for non-classroom supervision such as cafeteria duty, playground duty, etc., but should not be used exclusively in this capacity on a daily or yearly basis.

F. Eligibility for Teacher Vacancies

Resident substitutes shall be available to interview for teacher vacancies.

Approved:

Jack Dale
Superintendent