

A. Purpose

To provide clarity on the minimum qualifications and procedures for employment as a substitute teacher in Frederick County Public Schools.

B. Background

Applicants who have successfully completed two (2) or more years of training (60 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 (2) year requirement before being approved.

C. Definitions

1. “Education Support Staff” is defined to mean any person employed in a position who supports school functionality and classroom learning.
2. “Substitute Teacher” is defined to mean any person employed on an on-call day-to-day basis, long-term basis, or in-house basis.

D. Procedures

1. **Eligibility.** 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:
 - a. A former FCPS instructional assistant/educational support staff member with two (2) years satisfactory employment experience (all grades).
 - b. A former public or private educational institution instructional assistant/educational support staff member with two (2) years satisfactory employment experience (all grades).
 - c. Six (6) years successful military experience with an honorable discharge (middle/high school only).
 - d. Thirty (30) semester hours of post-secondary credit (credit sources may include college/university, technical school, military training).
2. **References**
 - a. Applicants must provide two (2) satisfactory references.

- b. Applicants must successfully complete the substitute orientation session.
- c. 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 Department of Human Resources may employ a person who does not meet the minimum requirements. The Department of Human Resources must be notified if an exception is made by an administrator.

E. Related Information

- 1. **Board Policy**
 - a. [Policy 300, Personnel](#)

F. Regulation History (Maintained by Legal Services)

<i>Responsible Office</i>	Human Resources
Adoption Dates	10/01/80
Review Dates	08/08/11
Revision Dates	11/15/23