

## **Substitutes Teachers - District 7**

The mission of the Board of Education is to assure that District 7 students have highly qualified teachers in the classroom at all times. The classroom teacher's role is to be competent in the delivery of instructional requirements in order to improve student learning and to meet the needs of our children.

The Board of Education fully realizes that it will be necessary for teachers to be absent from the classroom as a result of illness and personal and professional reasons. When a teacher needs to be absent from the classroom, it remains critical to replace that teacher with a highly qualified substitute in order to continue to provide the highest level of instruction in the classroom at all times. Substitute teachers have an important role to play as they support the classroom teachers and provide consistency in the education of students. Substitute teachers who are highly qualified to teach in a particular area are better prepared to enhance the instructional process in that particular classroom and support the classroom teacher. This becomes increasingly important in a time when greater emphasis is placed on student performance and test scores and with the implementation of the Response to Intervention (RtI) initiative in assisting students who are struggling.

It is our goal to place the most highly qualified substitutes in classrooms throughout the year in order to maintain consistency in the classroom, ensure quality instruction and support the teaching staff.

### **SUBSTITUTE TEACHER QUALIFICATION PROCEDURE**

Commencing with the 2009-2010 school year, the District will use the following procedures to select substitute teachers:

- A. Individuals that meet the criteria for the Tier 1 substitute list will have priority for performing substitute teaching duties in the content/discipline for which he/she is qualified.
- B. If there are no Tier 1 substitutes available in a particular discipline, the District will use individuals on the Tier 2 substitute list.
- C. If there are no Tier 1 or Tier 2 substitutes available, the District will use individuals on the Tier 3 substitute list.

Tier 1 Qualifications:

- 9-12 Valid teaching certificate; and highly qualified under NCLB in the discipline area; and one of the following:
  - a. Continuing education training within the prior 24 months; or
  - b. Prior full-time teaching experience in the 9-12 discipline area.
  
- 6-8 Valid teaching certificate; and Middle School endorsement; and highly qualified under NCLB in the discipline area; and one of the following:
  - a. Continuing education training within the prior 24 months; or
  - b. Prior full-time teaching experience in the 6-8 discipline area.
  
- K-5: Valid teaching certificate and one of the following:
  - a. Continuing education training within the prior 24 months; or
  - b. Prior full-time teaching experience in grades K-5.

Tier 2 Qualifications:

- 9-12: Valid teaching certificate in grades 9-12.
  
- 6-8: Valid teaching certificate in grades 6-8.
  
- K-5: Valid teaching certificate in grades K-5.

Tier 3 Qualifications:

- K-12: Valid substitute certificate.