

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: March 14, 2006

REVISED: January 13, 2015

<p>1. Purpose</p> <p>2. Authority SC 1101, 1106, 1148</p> <p>3. Guidelines</p> <p>SC 111.1</p> <p>SC 111 23 Pa. C.S.A. Sec. 6344</p>	<p>405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.</p> <p>The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>The Board shall annually establish rates for each type of substitute teaching service.</p> <p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the district and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Pre-Employment Requirements</u></p> <p>The district shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by the district or remains on the approved substitute list. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p>
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4. Delegation of Responsibility	<p>rata basis only to substitutes performing services under a long-term assignment. Payment for college credits shall not be a part of those benefits.</p> <p>The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.</p> <p>The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p>
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