

# DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE EMPLOYEES

ADOPTED: NOVEMBER 21, 2013

REVISED: OCTOBER 17, 2013

| <b>305. EMPLOYMENT OF SUBSTITUTE EMPLOYEES</b>   |   |
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| <p>1. Purpose</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>2. Authority<br/>SC 1101, 1106,<br/>1148</p>  | <p>The Board shall approve annually the names of potential substitute professional/classified employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>The Board shall approve the employment, set compensation, and establish the period and terms of employment for short-term classified substitute employees.</p> <p>Approval shall normally be given to those candidates for employment recommended by the Superintendent.</p>  |
| <p>3. Guidelines</p> <p>SC 111<br/>23 Pa. C.S.A.<br/>6301 et seq<br/>Title 22<br/>Sec. 8.1 et seq</p> <p>42 U.S.C.<br/>Sec. 653a</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. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse, state-mandated health form, Act 24, and the district has evaluated the results of that screening process.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Compensation</u></p> <p>Substitutes shall be paid on a per diem basis at a rate set periodically by the Board.</p> |
| <p>4. Delegation of<br/>Responsibility</p>   | <p>The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute and short term</p>   |

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| <p>School Code<br/>111, 1101,<br/>1106, 1148</p> <p>PA Statute<br/>23 Pa. C.S.A.<br/>6301 et seq</p> <p>PA Code<br/>Title 22<br/>Sec. 8.1 et seq</p> <p>Federal Statute<br/>42 U.S.C.<br/>Sec. 653a</p> | <p>professional/classified employment.</p> <p>The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</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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