

DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE EMPLOYEES

ADOPTED: FEBRUARY 19, 2015

REVISED: JANUARY 15, 2015

305. EMPLOYMENT OF SUBSTITUTE EMPLOYEES	
1. Purpose	<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>
2. Authority SC 1101, 1106, 1148	<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>
3. Guidelines	<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><u>Pre-Employment Requirements</u></p>
SC 111.1	<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>
SC 111 23 Pa. C.S.A.	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse,</p>

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<p>Sec. 6344 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>SC 111, 111.1</p> <p>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq 42 U.S.C. Sec. 653a</p> <p>4. Delegation of Responsibility</p>	<p>state-mandated health form, Act 24, and the district has evaluated the results of that screening process.</p> <p>Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p> <p>A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</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>The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute and short term professional/classified employment.</p> <p>The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Such 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> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 1101, 1106, 1109, 1148, 1201</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Educator Discipline Act – 24 P. S. Sec. 2070.2</p>
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