

# NEWPORT SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE PROFESSIONAL  
EMPLOYEES

ADOPTED: JULY 22, 2002

REVISED:

405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES	
1. Purpose	Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.
2. Authority SC 1101, 1106, 1148	<p>The Board shall approve annually the names of potential substitute professional 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>
3. Guidelines  SC 111 23 Pa. C.S.A. 6301  42 U.S.C. Sec. 653a	<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 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>
4. Delegation of Responsibility	<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>