



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	PROFESSIONAL EMPLOYEES
TITLE:	SUBSTITUTE TEACHERS
ADOPTED:	03/27/2019
REVISED:	

405 - SUBSTITUTE TEACHERS

Section 1. Purpose

- a. A roster of substitute teachers shall be furnished electronically through the Northern Area Substitute Teacher Service Consortium. Substitutes shall be furnished on call by the building principal and released by the building principal when the term of service is ended.
- b. The Northern Area Substitute Teacher Service Consortium, a cooperative system of Northern Area School Districts, will receive requests for substitutes from the District and substitutes will assign themselves to absences.
- c. A substitute teacher may be assigned to teach in place of any teacher who is absent, on leave, or otherwise temporarily fill a vacancy in a position which is expected soon to be abolished, or to temporarily fill a vacancy for which no properly qualified person can be found for regular appointment.
- d. All persons applying for substitute teaching are required to present information to the Northern Area Substitute Teacher Service Consortium including scholastic preparation, teaching experience, certification, and professional references and must comply with the mandatory background check requirements for Pennsylvania State Police Clearance, PA Child Abuse History Clearance, Federal Bureau of Investigation report, and Act 168 form completion.
- e. Substitute teachers are required to pass a physical examination and complete a Tuberculosis Test.

Section 2. Guidelines

Substitutes establish an account setting to accept substitute vacancies.

- a. Remain on duty for the length of the regular teacher’s work day.
- b. Respond to the assignment of such duties after the pupils are dismissed as the principal may indicate.

SC 111
23 Pa. C.S.A. 6301 et seq.
Sec. 8.1 et seq.

- c. Attend all teachers’ meetings which are called while they are on duty, unless excused by the building principal.
- d. Carefully mark all required written work and leave it as a record for the regular teacher.
- e. Leave a written outline of the work accomplished in each class.
- f. Report to the building office at the end of the day to confirm continued assignment if unsure after reviewing the electronic absence management system.

Section 3. Definitions

Salaries:

- a. Day-to-Day Substitutes

The salaries of day-to-day substitute teachers shall be at the established rate as determined by the Board of School Directors.

References:

School Code: 24 P.S. Sec. 111

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Replaces Policies:

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