

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: August 19, 2002

REVISED: December 17, 2007

1st READ: May 19, 2015

<p>1. Purpose</p> <p>2. Authority SC 1101, 1106, 1148</p> <p>3. Guidelines</p> <p><u>SC 111.1</u></p> <p><u>SC 111, 111.1</u></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.</p> <p>Additional names may be added to the list of substitutes by the Board during the school year.</p> <p><u>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</u></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 <u>and services of the district and the candidate has satisfied legal pre-employment requirements.</u> Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p><u>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</u></p> <p><u>Pre-Employment Requirements</u></p> <p><u>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.</u></p> <p><u>Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions</u></p>
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<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. 634401 et seq</p>	<p><u>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.</u></p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child abuse, and FBI check; and the district has evaluated the results of that screening process.</p>
<p><u>SC 1109, 1201</u> <u>24 P.S.</u> <u>Sec. 2070.2</u> <u>Title 22</u> <u>Sec. 49.1 et seq</u></p>	<p><u>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.</u></p>
<p>42 U.S.C. Sec. 653a</p>	<p>The school district shall submit a New Hire Report for each employee required to be reported by law.</p>
	<p><u>Compensation</u></p>
<p>SC 1148</p>	<p>Substitutes shall be paid on a per diem basis at a rate set periodically by the Board.</p>
<p>SC 1148</p>	<p>A substitute employed for a full marking period or more for a professional employee on leave for a specified period will be compensated at a per diem rate equal to that of a temporary professional employee and will be eligible for the same fringe benefits of such employee.</p>
<p>4. Delegation of Responsibility</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> <p>The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, status as employees, schedule of work, and other matters to enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, <u>111.1</u>, 510, 1101, 1106, <u>1109</u>, 1148, <u>1201</u></p> <p>State Board of Education Regulations – 22 PA Code Sec. <u>4.4</u>, 8.1 et seq., <u>49.1 et seq.</u></p>

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

Educator Discipline Act – 24 P. S. Sec. 2070.2

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