

**A. GENERAL EMPLOYMENT OF SUBSTITUTES**

The school system shall employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. Effective August 1, 2009 substitutes, including those who are currently employed as substitutes, in Montgomery County Schools will be required to take Effective Teacher Training. Effective Teacher Training will be offered by Montgomery County Schools. All substitutes must be twenty-one years of age and have a high school diploma or equivalent degree.

The director of human resources may waive the requirement for retired and former teachers and teacher assistants by giving them credit for previous classroom experience.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with board policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

**B. TEACHER ASSISTANTS AS SUBSTITUTES**

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

**C. PARENTAL NOTIFICATION**

In accordance with policy 1320/3560, Title I Parental and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6312(e)(1)(B)(ii); G.S. 115C-12, -36, -47, -332; 16 N.C.A.C. 6C .0313, 16 N.C.A.C. 6C .0403; State Board of Education Policies NCAC-6C.0313, NCAC-6C.0403

Cross References: Title I Parent and Family Engagement (policy 1320/3560), Recruitment and Selection of Personnel (policy 7100)

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