

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTES

ADOPTED: March 9, 2015

REVISED: March 9, 2015

<p>1. Authority</p> <p>SC 406, 1101, 1106, 1148</p> <p>SC 111.1</p>	<p>305. EMPLOYMENT OF SUBSTITUTES</p> <p>Qualified and competent substitutes for professional and classified employees shall be employed by the district in order to provide continuity in the educational programs, operations and services of the schools.</p> <p>The Board shall approve the names of substitute teachers as well as other substitute employees and the positions in which they may substitute.</p> <p>Names of potential substitute employees filling per diem vacancies shall be approved annually by the Board. Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>In the event Administration utilizes the services of a contractor for fulfillment of per diem employee vacancies, that contract shall be approved by the Board.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</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 and services of the district. Retroactive approval shall be recommended to the Board at the next regular Board meeting.</p> <p>The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. 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>
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<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed until the individual 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>SC 111, 111.1</p>	<p>Each candidate shall report, on the designated form, all 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's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</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 for the various classes of employees.</p>
<p>SC 1148</p>	<p>A substitute employed for a full semester or more for a professional employee on leave for a specified period shall 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 an employee.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee develop administrative procedures to recruit, screen, recommend, assign, and evaluate candidates for substitute employment.</p> <p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 406, 1101, 1106, 1148</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy</p>