

Medway Public Schools
Medway, MA

SCHOOL COMMITTEE POLICY

Policy #20

Substitute Teacher Employment

The Superintendent's Office shall maintain a list of substitute teachers who may be called on to replace a teacher who is absent. Such a list shall be filed with the principal of each school and with those responsible for calling substitute teachers.

Whenever possible, substitute teachers on the substitute list will be called for the subject for which they are listed. A person whose name does not appear on the substitute list may not be employed in Medway Public Schools except when specifically approved by the Superintendent.

In order to ensure that the most qualified substitute teachers are utilized, the following criteria will be used for eligibility:

- a) College graduate required
- b) At least twenty-one (21) years of age required
- c) Massachusetts teaching license preferred

Principals shall be responsible for seeing that the work of the substitute teacher is as effective as possible and will provide him/her with a planned program. Substitute teachers shall familiarize themselves with the minimum requirements of the courses of study.

The Superintendent shall interpret the meaning of eligibility rules for substitute teachers in their application when developing the eligibility list.

First Reading: **January 31, 2006**
Adopted: **February 16, 2006**