Purpose: To establish the basic structure of the employment of substitute professional employees.

The board believes that the role of the substitute teacher is highly important for maintaining continuity in teaching and learning. An effective program for selecting and assigning all substitute teachers and for evaluating their performance will be established by the professional staff under the direction of the superintendent.

To the greatest extent possible, substitute teachers should possess the training and experience to ensure that students will receive uninterrupted instruction when the regular teacher has to be absent. Substitutes are expected to provide educational services rather than to provide for mere supervision of students.

The superintendent or his/her designee will maintain a list of all qualified substitutes and provide this list to schools. Only the principal/director or his/her designee may employ substitute teachers. The board directs the administration to take any necessary steps to increase the available pool of substitute teachers by encouraging qualified persons to seek proper authorization to serve as provided by state law and regulation. The following minimum qualifications are required in order for an applicant to be submitted for approval and listed by the district office:

Substitute teachers serve in the absence of regular teachers. To as great an extent as possible, substitute teachers should possess the training and experience to ensure that students will receive uninterrupted instruction when the regular teacher has to be absent.

Substitutes are recruited year-round by the district substitute supervisor. Candidates must complete an application and meet the following minimum qualifications to be submitted for approval:

- Although a certified teacher is preferred, a high school diploma from an accredited high school will meet the minimum educational requirements.
- Statements from reliable professional references which attest to the acceptability of the candidate’s character and dependability.
A willingness to be available for substitute work and to respond on short notice.

Applicant must be either 21 years of age or have a bachelor’s degree if younger than 21.

Applicant must successfully pass an appropriate criminal background investigation.

Only applicants who are approved by the substitute supervisor and whose names are entered into the district's automated substitute calling system may work in the schools as substitute teachers.

The substitute teacher will report to the school principal or his/her designee. The principal/director has the responsibility for evaluating the effectiveness of each substitute teacher employed in his/her school. When advance notice is given for absences of more than one day, the same substitute will be assigned for the duration of the absence whenever possible.

Substitutes will be paid at a rate established by the board. A substitute is not guaranteed continued employment with the district.

For required criminal record checks on new employees, see policy GEBDA* Criminal Record Checks.

Cf. GEBDA*

**S.C. Law Enforcement Division (SLED) Background Checks**

The District will obtain a name-based criminal record history check on all new employees and substitute employees from the S.C. Law Enforcement Division (SLED) prior to their initial employment. The costs for the background checks for new employees and substitute employees will be paid by the State and/or the District.

The District will consider the results of all criminal record history checks on an individual basis and will determine how the information obtained impacts the individual’s ability to be an effective employee or substitute employee. When determining the appropriateness of offering employment to an individual, the administration will give consideration to such things as severity of the offense, age of the individual, direct impact of the offense on children, length of time since conviction or plea, restitution, conduct or remedial actions during probation, and participation in pre-trial intervention and/or expungement.
At a minimum, the District will not employ individuals who have been convicted of or who plead guilty to a violent crime as defined in S. C. Code Ann. § 16-1-60. Additionally, when making employment decisions, the District will carefully consider information that could result in the revocation or suspension of a professional certificate for cause as defined in S.C. Code Ann. § 59-25-160.

**National Sex Offender Registry Checks**

The District will perform a background check on the National Sex Offender Registry, which may be accessed online at no charge, on all new employees and substitute employees, whether employed on a full-time, part-time, regular, interim or temporary basis, and on all volunteers, including coaches, mentors, chaperones, and those serving in any other capacity resulting in direct interaction or contact with students.

Individuals whose names appear on the National Sex Offender Registry will not be permitted to serve in the District in any capacity. Additionally, the District will not employ individuals or allow individuals to coach or volunteer in any capacity, who have been required to register as sex offenders pursuant to S.C. Code Ann. § 23-3-430. Should an individual whose name appears on the National Sex Offender Registry wish to provide additional information relevant to his/her designation on said registry, the District will consider the matter on a case by case basis.

The principal/director has the responsibility for evaluating the effectiveness of each substitute teacher employed in his/her school.

The director of classified personnel and employee services must approve any requests for a departure from the guidelines listed in this policy.

Adopted 4/25/78; Revised 5/14/85, 1/22/90, 9/10/02, 8/10/10.

**Legal references:**

S. C. Code, 1976, as amended:

- Section 16-1-60 — Violent crimes defined
- Section 23-3-130 — Determination of information to be supplied and methods of evaluation and dissemination; promulgation of rules and regulations
- Section 23-3-115 — Fees for criminal record searches conducted for charitable organizations
- Section 23-3-430 — Sex offender registry; convictions and not guilty by reason of insanity findings requiring registration