

**SUBSTITUTES**

It shall be the districts intention to use certified substitutes who are certified by the State of New York in an approved teaching area whenever feasible. When it is not possible to obtain a certified substitute, an uncertified person will be considered on the basis of experience and ability to perform the job competently.

Pursuant to law, when substitute positions of five months or more become available, teachers on the district's preferred eligibility list who were excessed from similar positions will be offered the position.

Individuals employed as substitute teachers who are not certified may be employed for up to 40 days during a school year, unless such individuals are in a program leading to teacher certification. In that case, there is no limit on the number of days for which they may be employed as a substitute teacher.

The employment of substitute teachers will be centralized for the district in the office of the Superintendent of Schools. All substitute teachers will be formally approved by the Board for placement on the list of approved substitutes. *School Personnel* will be responsible for scheduling substitutes from the approved list as needed.

Whenever a professional staff member is absent or needs a substitute, the district shall make every effort to provide a substitute that can competently fill the position on a temporary basis. In order to allow adequate time for the school to procure a substitute, professional staff members should notify *School Personnel* of their absence in advance. Whenever possible, the teacher who will be absent should leave a detailed lesson plan for the substitute to follow.

**Cross-ref: 9270, Part-Time Employment**

**Ref: Education Law ' 2509; 2510; 3013; 3101**

**Civil Service Law '201(7)(d)**

**a\*d**

**Labor Law ' 590**

**8 NYCRR '80.36**

***Robins v. Blaney*, 59 NY2d 393 (1983)**

***Rosenberg v. Westbury Public Schools*, 51 AD2d 551 (2d Dep=t 1976)**

***Matter of Rossi*, 22 EDR 128 (1982)**

***Matter of Crandall*, 20 EDR 16 (1980)**

***Matter of Negri*, 19 EDR35 (1979)**

***Matter of Walsh*, 17 EDR 434 (1978)**

***Matter of Blanchard*, 14 EDR 260 (1975)**