

## PERSONNEL

File: GCE-R

### PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

#### Substitute Teachers

1. Any person who wants to be included on the substitute teaching list must complete all application materials and provide educational credentials. Persons on the substitute list must also complete background history and child protective services background checks. All persons on the substitute list must be recommended by the Superintendent to the School Board for approval.
2. A teaching license is preferred for long-term substitutes.
3. A written contract must be executed for any substitute teacher who will be in the same assignment for more than ninety days.

#### Homebound/Homebased Teachers

1. Homebound/homebased teachers shall be hired on a part-time, hourly basis. Any homebound teacher must complete all application materials and provide educational credentials. Persons on the approved list for homebound assignments must also complete background history and child protective services background checks. All persons on the homebound list must be recommended by the Superintendent to the School Board for approval.
2. The rate of pay for homebound teachers will be set annually. One rate is used for teachers with current teaching licenses and a reduced rate is used for teachers with a bachelors degree but no current teaching license.

#### Part-Time Teachers

1. Any teacher whose assignment is less than 180 days or less than seven (7) hours per day is considered a part-time teacher. All part-time teachers must complete all application materials and provide educational credentials. Part-time teachers must also complete background history and child protective services background checks. All persons hired as part-time teachers must be recommended by the Superintendent to the School Board for approval.

#### Interns

1. If any school division employee seeks to create a position to be filled by intern, the employee must get approval from the Superintendent for the internship program. If the internship is approved, the employee shall provide all

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information about the internship and criteria for the intern to the Director of Human Resources for the hiring process. Any intern must complete background history and child protective services background checks.

### Summer School Teachers

1. Any teacher wanting to teach summer school must follow all announced procedures for summer school hiring. Each summer school employee must be approved by the School Board prior to the start of employment.

### Student Teachers

1. Student teachers shall only be accepted from accredited institutions and must meet all health, background and child protective services checks as any employee. The Superintendent or designee shall be responsible for the assignment of student teachers within the school division.

Applications and hiring procedures for all part-time and substitute staff employment are located on the Charlottesville City Schools Human Resources website.

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Legal References: Code of Virginia, 1950, as amended, Sections 22.1-70, 22.1-78, 22.1-302  
8 VAC 20-640-10

Cross References: GCB Professional Staff Contracts  
GCPD Professional Staff Discipline  
GCDF Suspension of Staff Members