

PERSONNEL

File: GCE

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

Persons who meet the requirements of the School Board shall be eligible for substitute teaching. All substitute teachers must have completed a minimum of two years of college study (60 semester hours of course work) and be on the current list approved by the Superintendent.

A written contract shall be required for a substitute teacher who fills a teacher vacancy for longer than ninety days in one school year.

Homebound Teachers

Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Human Resources office or from the approved substitute teacher list and shall hold, or be eligible for, a valid teaching certificate.

Part-Time Teachers

An employee working less than 180 days or less than seven (7) hours per day or who is restricted to temporary or interim employment is considered part-time.

Part-time teachers shall meet the certification requirements of the State Board of Education.

Summer School Teachers

Summer school teachers shall meet all certification requirements.

Interns

Arrangements for the utilization of interns in the school division should be initiated through the Superintendent.

Student Teachers

The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The Superintendent shall have the responsibility for the assignment and placement of student teachers in the school system.

Adopted: February 19, 1998
Revised: May 17, 2001
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Revised: March 20, 2008

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Revised: July 5, 2012
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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302

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