

**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

Substitute teachers will complete the following levels of training to become part of the approved list and shall meet the appropriate training category listed on the matrix below:

**Substitute Teacher Program Matrix**

<b>Education Level</b>	<b>Pre-Service Training</b>	<b>Child Abuse/Neglect Training</b>	<b>GCPS Orientation</b>
High School / GED	8-10 hours required with 85% mastery on assessment	Required 1-2 hours with certificate of satisfactory completion	Required 1/2 day
Sixty or more hours semester hours of college coursework	8-10 hours required with 85% mastery on assessment	Required 1-2 hours with certificate of satisfactory completion	Required 1/2 day
Bachelor's degree or higher	8-10 hours required with 85% mastery on assessment	Required 1-2 hours with certificate of satisfactory completion	Required 1/2 day
Bachelor's degree, including successful student teaching experience	N/A	Required 1-2 hours with certificate of satisfactory completion	Required 1/2 day
Licensed teacher (any state, current or expired)	N/A	Required 1-2 hours with certificate of satisfactory completion	Required 1/2 day

1. The Gloucester County School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

A substitute teacher, as used in this section, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

2. Substitute teachers shall:

- be at least 18 years old, with preference given to persons 21 years old or older;
- possess good moral character;
- hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education;
- attend orientation to school policies and procedures; and
- meet the minimum Substitute Teacher Program Matrix benchmarks noted above.

3. The Office of Human Resources will maintain a list of School Board approved substitute teachers.

4. Preference may be given to persons with a valid teacher's license, a bachelor's degree from a four-year college.

5. A substitute may be removed from the approved list upon the recommendation of the superintendent or his/her designee.

Homebound Teachers

Homebound teachers shall be employed on a part-time, hourly basis. They must hold a valid Virginia teaching certificate and be approved by the School Board.

Part-Time Teachers

An employee working less than 180 days or less than six (6) 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 or his/her designee.

Student Teachers

The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health and background checks as all other personnel. The superintendent or his designee shall have the responsibility for the assignment and placement of student teachers in the school system.

Upon approval, student teachers may be used as substitute teachers.

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January 13, 1993  
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September 9, 2014  
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**LEGAL REFERENCES:** Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1302.

**CROSS REFERENCES:** GCB Professional Staff Contracts  
GCPD Professional Staff Discipline  
GCPF Suspension of Staff Members