

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

Guest (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:

### **Guest Teacher Program Matrix**

<b>Education Level/Instruction</b>	<b>Classroom Instruction</b>	<b>Internships</b>
Licensed Teacher	N/A	N/A
Degreed in Education	N/A	N/A
Degreed outside of Education	N/A	Internships (2)
Sixty (60) or more hours towards a Bachelor's Degree	Classes	Internships (2)
Education Level/Instruction	Classroom Instruction	Internships
High School / General Equivalency Diploma	Classes	Internships (3)

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

A guest (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. Guest (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 Guest Teacher Program Matrix benchmarks noted above.
3. The Office of Human Resources will maintain a list of School Board approved guest (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.

**ADOPTED:** February 8, 1983

**REVISED:** November 11, 1986  
July 1, 1991  
January 13, 1993  
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December 14, 1999  
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July 13, 2010  
September 10, 2013  
September 9, 2014  
November 10, 2015

**LEGAL REFERENCES:** Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

**CROSS REFERENCES:** GCB Professional Staff Contracts  
GCEA Arrangements for Substitute Teachers  
GCPD Professional Staff Discipline  
GCPF Suspension of Staff Members