

POLICY

2003

Personnel & Negotiations

SUBSTITUTES

To the greatest degree possible, the Board of Education shall employ as substitute teachers competent and effective individuals who are certified by the State of New York in an approved teaching area. 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.

The Education Law requires that teachers on a district's preferred eligible list (PEL) must be offered any available substitute positions of five months or more in duration, without losing their status on the list, in addition to being offered any similar permanent positions that may become vacant. The declining of such reinstatement may not adversely affect the teacher's preferred eligibility status.

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. Candidates selected will be recommended to the Board for placement on the list of approved substitutes. Principals will assume responsibility for the scheduling of substitutes from the approved list as needed.

In order to allow adequate time for the school to procure a substitute, professional staff members should notify the Principal 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)
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 EDR 35 (1979)
Matter of Walsh, 17 EDR 434 (1978)
Matter of Blanchard, 14 EDR 260 (1975)

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