

Interim, Long-Term, and Short-Term Substitutes

In an effort for all schools and departments to be consistent in procedures regarding interim and long-term substitute teachers in the Bristol Virginia Public Schools, the following guidelines have been developed for implementation beginning August 2002.

Interim Substitute: A person who is replacing a regular teacher. The interim substitute develops lesson plans for the class and fulfills the duties of a regular teacher.

Long-Term Substitute: A person who is replacing a regular teacher over an extended period of time. This substitute executes the lesson plans developed by the regular classroom teacher, but is not responsible for the development of lesson plans.

Short-Term Substitute: A person who is replacing a regular classroom teacher for a short duration of time. The regular classroom teacher is responsible for the development of lesson plans.

Procedures:

- Regular classroom teachers on leave will be required to submit a leave request letter stating the beginning and ending dates of the leave if appropriate.
- A Short-Term Substitute will become a Long-Term Substitute after working 30 days within no more than two (2) consecutive months for a specific classroom teacher
- The rate of pay for Short-Term Substitutes will be \$10.50 per hour for substitutes without a 4-year degree and \$12.20 per hour with a 4-year degree. Long-Term Substitutes will be paid \$13.00 per hour. Interim Substitutes will be paid \$16.25 per hour.
- The school principal will complete the appropriate form to receive authorization for the classification of a Long-Term Substitute or an Interim Substitute. The form should be completed before the substitute is placed in the classroom. Upon authorization, a copy of the authorization memo will be forwarded to the Director of Finance.
- The building principal is responsible for reporting the status of the Long-Term Substitute or Interim Substitutes.

Guidelines:

1. Principals shall require that all teachers have two (2) days of emergency lesson plans on file in the office at the beginning of each school year. The earliest that a short term substitute would be considered an interim substitute would be on the third (3rd) day of the teacher's absence and after the Assistant Superintendent, or designee, has approved the principal's request for interim substitute status.
2. Teachers planning to be out of school for planned medical leave should prepare lesson plans for a minimum of three (3) weeks prior to leaving school. Principals will be responsible for securing these plans from teachers prior to the teacher leaving school. Exceptions to this guideline would include, but would not be limited to, any serious accident or emergency that would require the teacher to be absent from school without any prior notice and be unable physically to provide lesson plans to the school principal. In the event of this circumstance, principals may utilize teachers with similar expertise to design lesson plans in the teacher's absence.

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