

PERSONNEL POLICIES

SUBSTITUTES - POLICY GCE

It is the policy of the Carteret County Board of Education to authorize the Superintendent or his designee to recruit, select, and employ substitutes to cover the absence of regular classroom teachers, librarians, teachers of music, physical education teachers, exceptional education teachers, and kindergarten teachers.

Rates of pay for substitutes shall be based on State of North Carolina Salary Schedule for Substitutes.

REGULATION

A substitute teacher is a holder of a teacher's license, a college graduate, or one who has been evaluated by the Carteret County Board of Education and determined to be capable of performing substitute teaching duties. The following criteria will be used to make this determination:

- A. Substitutes who either hold or have held a valid teaching license in either North Carolina or any other state or country will be eligible to substitute and be paid at the rate of 65 percent of the A-00 teacher rate calculated on a 22 day month. These persons will be placed at the top of the substitute call list.
- B. College graduates, without a teaching license, may be employed as a substitute but after one (1) year must have completed an Effective Teacher Training (ETT) course at Carteret Community College or another institution. Prior to completion of the ETT course such substitutes will be paid at 50 percent of the A-00 teacher rate and after course completion will be paid at 58 percent of this rate.
- C. Persons not holding a teaching license or a college degree may be classified as a substitute teacher only after a determination is made that substitutes with college degrees are unavailable. They will be paid at 58 percent of the A-00 teacher rate if they have completed ETT training; otherwise they will be paid at 50 percent of the A-00 teacher rate. They must meet all of the following criteria:
 1. Minimum education requirements are a high school graduation/diploma, G.E.D., or approved adult education program leading to high school equivalency licensure.
 2. Demonstrated acceptability by serving successfully as a substitute teacher for a period of fifteen (15) days.
 3. Must have completed Effective Teacher Training (ETT) at Carteret Community College prior to their second year of employment as a substitute.

Persons desiring to substitute teach must complete an application and present credentials to the Director of Human Resources. The Human Resources Department will maintain a file for substitute teachers and will provide each school with a list of qualified substitutes. The list will be updated periodically.

Principals are required to notify the Director of Human Resources, in writing, if a substitute's performance is less than adequate. If sufficient cause is given, the Director of Human Resources may remove the person's name from the approved list.

Substitute teachers are required to attend an orientation.

All substitutes must submit a current health examination form and negative tuberculin test results prior to their initial date of employment. If they have been absent from the school system for more than one year they must resubmit a new health examination form and negative tuberculin test results dated within twelve months prior to employment.

Adopted: August 4, 2009