

Book	Policy Manual
Section	Issue 3 of 2023 September READY FOR OSBA
Title	Part-Time and Substitute Professional Staff Employment
Code	GCE
Status	

~~This is the OSBA sample policy.**~~**

Part-Time and Substitute Professional Staff Employment

All professional personnel **employed by the District to serve**~~servi~~ng as substitute teachers or in part-time positions are recommended by the Superintendent for appointment by the Board. The rates of pay for such employment are recommended by the Superintendent and established by the Board.

Substitute teachers must hold the appropriate license issued by the State Board of Education (SBOE).

The Board authorizes the employment of substitute teachers who do not hold a postsecondary degree provided they:

1. **meet the educational requirements established by the Superintendent/designee;**
2. **are deemed to be of good moral character;**
3. **successfully complete all required criminal records checks and**
4. **obtain the appropriate temporary substitute teacher license issued by the SBOE.**

The employment **and coordination** of substitute teachers is centralized for the District in the office of the Superintendent. ~~Candidates selected are recommended to the Board for placement on the list of approved substitutes.~~ Principals assume responsibility for the scheduling of substitutes from the approved list as needed.

Building principals develop regulations for substitute teachers to guide them in the performance of their duties. The regulations are approved by the Superintendent/**designee**.

Legal References

Elementary and Secondary Education Act; 20 USC 1221 et seq.
 ORC 3317.13
 ORC 3319.07
 ORC 3319.08
 ORC 3319.10
 ORC 3319.102
 ORC 3319.13
 ORC 3319.22 through 3319.31
 ORC 3319.39
 ORC 3323.06
 OAC 3301-35-05
 OAC 3301-35-06

Cross References

AC, Nondiscrimination
 ACA, Nondiscrimination on the Basis of Sex
 ACB, Nondiscrimination on the Basis of Disability
 GBA, Equal Opportunity Employment
 GBQ, Criminal Records Check

NOTES: House Bill (HB) 33 makes permanent, temporary allowances that have been granted to districts for employing substitute teachers. The bill codifies these provisions as Ohio Revised Code (RC) 3319.102, allowing an individual who does not hold a postsecondary degree to be employed as a substitute teacher if the individual:

- *meets the District's own education requirements;*

- *is deemed to be of good moral character and*
- *successfully completes the required criminal records check.*

The State Board of Education must issue a one-year temporary substitute teaching license to such individuals. RC 3319.102 now also requires the State Board to establish procedures and criteria under which a one-year temporary substitute teaching license may be renewed. Districts may also choose to include local criteria for substitutes employed under these provisions in this policy.

Legal

[Elementary and Secondary Education Act; 20 USC 1221 et seq.](#)

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