

<p><b>DESCRIPTOR TERM:</b></p> <p><b>Personnel and Employment</b></p>	<p><b>Millard District Policy</b>  <b>File Code: 4100</b></p> <p><b>1<sup>st</sup> Reading: 07-08-21</b></p>
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**SUBSTITUTE TEACHERS**

- ~~1. Applicants desiring to be substitute teachers in the Millard School District shall complete the substitute teacher training course provided by the district and complete a criminal background check.~~
- ~~2. The superintendent will evaluate the qualifications of the applicants and recommend them to the Board of Education for appointment as day-by-day substitutes.~~
- ~~3. Each school will receive a list of approved substitute teachers from the district office. Substitute teachers will be chosen from the approved list.~~
- ~~4. Teachers employed as substitutes shall be paid a daily salary as set by the Board.~~
- ~~5. Each substitute teacher should meet the physical demands of the job. Each should be able to perform the assigned duties and conform to all rules established by the school. These may include, but are not limited to, the following: the teacher's written plan, correcting papers, making assignments, making absence reports, straightening the room, and leaving a report of the day's activities for the teacher. Services of the substitute should meet the requirements as stated by the principal, supervisor, and superintendent.~~
- ~~6. Student teachers will not be paid as substitute teachers during the same period of time that they are engaged as student teachers.~~

**A. Hiring and Employment Procedures**

1. Applicants desiring to be substitute teachers in the Millard School District shall complete the substitute teacher training course provided by the district. An individual seeking employment as a substitute teacher shall furnish evidence to the District that the individual is physically and mentally fit to work.

*Utah Admin. Rules R277-508-3 (May 8, 2018)*

2. Prior to hiring an applicant as a substitute teacher, the District shall obtain verification through CACTUS that the applicant has not had a license suspended or revoked and shall obtain a criminal background check on the applicant.

*Utah Admin. Rules R277-508-4(1) (May 8, 2018)*

3. The District shall periodically evaluate substitute teachers employed by the District and shall establish a salary schedule for substitute teachers according to their training, experience, and competency.

[\*Utah Admin. Rules R277-508-4\(2\) \(May 8, 2018\)\*](#)

4. A regular teacher shall have lesson plans immediately available for use by substitute teachers.

[\*Utah Admin. Rules R277-508-4\(3\) \(May 8, 2018\)\*](#)

**B. Student Teachers as Substitutes**

Student teachers may substitute in classes consistent with the instructions and policies from the higher education institution which the student attends.

[\*Utah Admin. Rules R277-508-4\(4\) \(May 8, 2018\)\*](#)

**C. Paraprofessionals and Aides as Substitutes**

Paraprofessionals and aides may substitute in classes provided they comply with District and school policies.

[\*Utah Admin. Rules R277-508-4\(4\) \(May 8, 2018\)\*](#)

**D. Suspended Licensure**

The District may not employ any individual whose license has been revoked or is currently suspended by the State Board or the licensing entity of another jurisdiction.

[\*Utah Admin. Rules R277-508-3\(5\)\(a\) \(May 8, 2018\)\*](#)