

DESCRIPTOR TERM: Personnel and Employment	Millard District Policy File Code: 4270 Approved: 08-12-21
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SUBSTITUTE 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The District may not employ any individual whose license has been revoked or is currently suspended by the State Board or the licensing entity of another jurisdiction.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\(5\)\(a\) \(May 8, 2018\)*](#)