

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The District may not employ any individual whose license has been revoked or is currently suspended by the State Board or the licensing entity of another jurisdiction.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