

PART-TIME AND SUBSTITUTE TEACHING EMPLOYMENT

I. SUBSTITUTE TEACHERS

A “substitute teacher” or “temporarily employed teacher” is: (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher’s absence; or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the State Superintendent of Public Instruction on a case-by-case basis, during one (1) school year. All substitute teachers and temporarily employed teachers must meet the minimum qualifications required by Virginia Board of Education regulations.

The Superintendent is authorized to employ the best qualified persons available to serve as substitute teachers as they are needed. They must at a minimum:

1. Be at least 18 years old;
2. Possess good moral character;
3. Hold a high school diploma or have passed a high school equivalency examination approved by the Virginia Board of Education;
4. Attend orientation for school policies and procedures, including completion of required professional development supports; and
5. Adhere to other Albemarle County Public Schools established qualifications, regulations, and policies.

Substitute teachers shall be paid at rates established annually by the School Board and provided for in the annual school budget.

Substitute teachers are considered temporary employees and there is no guarantee of work. Applicants must comply with all new hire procedures and complete all paperwork required for employment.

II. LONG-TERM SUBSTITUTES

When a teacher of record is or will be absent for 10 or more consecutive work days, the principal may request a long-term substitute through the Department of Human Resources. A qualified substitute teacher who remains in the same substituting position for more than 10 consecutive teaching days shall be paid at the established rate from the Supplemental Pay Schedule effective the 11th day in the extended substitute position. Qualified substitutes filling positions with a known extended absence, such as a leave of absence or extended sick leave, will be eligible for the established rate from the Supplemental Pay Schedule from the first day of employment in that position. The absence may also be intermittent for the same teacher with approval from the Department of Human Resources.

To qualify for such long-term rate, the substitute must be eligible for or hold a valid

Virginia teaching license with endorsement in the area in which he/she is substituting or authorization from the Superintendent/Designee must be obtained prior to beginning the long-term assignment.

Substitute teachers serving for an extended period may be offered annual teaching contracts, but in no case will any substitute teacher be offered an annual contract on or after March 1 of any school year.

III. HOMEBOUND TEACHERS

Homebound teachers will be employed on a temporary, hourly basis, at established rates. They may be selected from the active file of applicants in the Department of Human Resources or from the approved substitute teacher list. A homebound teacher may also be a currently employed teacher. All homebound teachers shall hold valid and current Virginia teaching licenses.

IV. PART-TIME TEACHERS

Part-time teachers shall meet the same licensure requirements of the Virginia Board of Education established for full-time teachers.

V. SUMMER SCHOOL TEACHERS

Summer school teachers shall meet all licensure requirements of the Virginia Board of Education and certification requirements of the position.

Adopted: July 1, 1993
 Amended: December 8, 1997, August 9, 2007; March 13, 2014; August 14, 2014;
 December 13, 2018; July 11, 2024

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-295, 22.1-296.2, 22.1-298.1,
 22.1-299, 22.1-300, 22.1-302.

8 VAC 20-441-10 *et seq.*

Cross Ref.: GCA, Personnel – Definitions
 GCB, Licensed Staff Contracts
 GCBA, Staff Salary and Salary Schedules