



Section PROFESSIONAL EMPLOYEES

Title EMPLOYMENT OF SUBSTITUTE
PROFESSIONAL EMPLOYEES

LACKAWANNA TRAIL SCHOOL DISTRICT

Lackawanna Trail School District

Adopted

Revised

	405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES		1
1. Purpose	Qualified and competent substitute teachers and other professional employes shall be employed in accordance with these guidelines.		2 3 4 5 6 7
2. Authority	The Board shall approve annually the names of potential substitute teachers and other substitute professional employes and the positions in which they may substitute.	SC 1101 1106	8 9 10 11 12
	Additional names may be added to the list of substitute teachers by the Board during the school year, except that the utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program.		13 14 15 16 17 18
	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.	SC 111	19 20 21 22 23 24 25
	Substitutes hired on a per diem basis shall be entitled only to the wages approved by the Board on a per diem basis.	SC 1148	26 27 28 29
3. Delegation of Responsibility	The Superintendent or his/her designee shall recruit and screen candidates for substitute employment, and shall develop procedures for the assignment of substitutes and prepare a written statement for distribution to all approved substitutes informing them of their pay rate, status		30 31 32 33 34 35 36 37 38 39 40 41 42 43 44
	page 1 of 2		

405. EMPLOYMENT OF SUBSTITUTE
PROFESSIONAL EMPLOYEES - Pg. 2



as employes, schedule of work and such other matters as will enable them to perform their duties to the best of their ability.

School Code

SC 111, 1101
1106, 1148
3701 et seq

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
Co

Sc
53