

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** November 17, 2009

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **REPORT ON THE PROPOSED CHANGES TO POLICY 4121 –  
PERSONNEL: SUBSTITUTE TEACHERS**

**ORIGINATOR:** J. Robert Haines, Deputy Superintendent

**RESOURCE  
PERSON(S):** Donald Peccia, Assistant Superintendent, Human Resources

**RECOMMENDATION**

That the Board of Education reviews the proposed changes to Policy 4121. This is the first reading of this policy.

Attachment I – Policy Analysis  
Attachment II – Proposed Policy 4121

**Policy Analysis for  
Board of Education Policy 4121  
Substitute Teachers**

**Statement of Issues or Questions Addressed**

Board of Education Policy 4121 describes clearly the status and hiring process for substitute teachers. As revised, the policy clarifies that substitute teachers are hired centrally; this practice was not in place when the policy was written. The policy also outlines the responsibilities of the Department of Human Resources concerning the training and assignment of substitute teachers, more clearly aligning the policy with the current practice.

**Cost Analysis and Fiscal Impact on School System**

No fiscal impact is anticipated by this revision, as it reflects current practice.

**Relationship to Other Board of Education Policies**

None

**Legal Requirements**

*Annotated Code of Maryland*, Education Article, §4-103, School Personnel

**Similar Policies Adopted by Other School Systems**

Anne Arundel County Public Schools, Policy 801.10, *Substitute Teaching*

Frederick County Public Schools, Policy 312, *Substitute Teachers*

Howard County Public Schools, *Substitute Teachers*

Montgomery County Public Schools, Policy GEF-RA, *Substitute Teachers*

**Draft of Proposed Policy**

See attached

**Other Alternatives Considered By Staff**

None

**Timeline for Adoption**

First reading – November 17, 2009

Public comment – December 1, 2009

Third reading/vote – January 12, 2010

PERSONNEL: Professional

Temporary and Part-Time: Substitute Teachers

- I. [Whenever possible, a] A substitute teacher IS A [shall be a person] TEMPORARY EMPLOYEE who is SELECTED BY AUTHORITY OF THE SUPERINTENDENT THROUGH A PROCESS DETERMINED BY THE DEPARTMENT OF HUMAN RESOURCES [fully qualified] TO PERFORM CLASSROOM MANAGEMENT AND INSTRUCTIONAL RESPONSIBILITIES IN THE ABSENCE OF THE ASSIGNED CLASSROOM TEACHER. [to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher].
  
- II. [Suitable] THE BOARD DIRECTS THE SUPERINTENDENT TO DEVELOP APPROPRIATE RULES AND PROCEDURES TO IMPLEMENT THIS POLICY INCLUDING programs for training, assigning, orienting, and evaluating the work of substitute teachers. [shall be provided by the professional staff under the direction of as directed by the Superintendent of Schools].

[If the substitute teacher's term of service goes beyond fourteen (14) consecutive school days on one (1) assignment, he/she will be paid as a long-term substitute retroactive to the beginning of that particular assignment. If it is known in advance that the term will exceed fourteen (14) days, he/she will be put directly on the long-term substitute schedule. On any new assignment as a daily substitute, the established lower daily substitute rate will be resumed.

Substitute teachers will be paid only for those days worked and will not participate in the health and welfare plans or other fringe benefits of the school system.

Pay rates for substitute teachers will be determined annually by the Board of Education.]

Policy  
Adopted: 7/25/74  
Revised: 6/8/78  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County