

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Long-Term Substitutes

Number: 4140
Administrative

Approved: 8/8/01

The Superintendent or his/her designee will be responsible for hiring long-term substitutes. All long-term substitutes, will, at minimum, hold a Bachelor's Degree, and whenever possible, a valid Connecticut teaching certificate. A non-certified substitute, due to State requirements, cannot remain in the same position beyond forty (40) school days.

Conditions of Employment – Within three (3) days of employment, a written statement describing salary, benefits, term, and responsibilities shall be developed and signed by the Superintendent and substitute.

Administrative Responsibilities – The building principal shall assist the long-term substitute to insure the integrity of the classroom instructional program. This assistance, shall at minimum include:

- weekly conference and review of lesson plans
- bi-weekly classroom observations
- arrange for assistance, as necessary, from coordinators and/or specialists
- assist with preparation of report cards if necessary
- provide other support and assistance as necessary