

SUBSTITUTE TEACHERS

Substitute Teachers must:

- be at least 18 years old, with preference given to persons 21 years old or older;
- hold a high school diploma or have passed a high school equivalency examination approved by the Virginia Board of Education; and
- have completed 48 semester hours of college/university course work.

The Alexandria City School Board (Board) seeks to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

A substitute teacher, as used in this policy, 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 Superintendent of Public Instruction on a case-by-case basis, during one school year. However, during the 2023-24 and 2024-25 school years, ACPS may employ a substitute teacher to fill such a vacancy for a period not to exceed 180 days during one school year.

Student Teachers and Interns

Student teachers and interns are placed in accordance with Policy LEA - Student Teachers and Interns

- Adopted: November 17, 1998
- Amended: July 6, 2000
- Amended: May 18, 2006
- Amended: December 3, 2015
- Amended: April 25, 2024

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302
 Acts 2023, c.641

- Cross Refs.: GCB Licensed Staff Contracts
- GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
- GCPD Licensed Staff Discipline
- GCPF Suspension of Staff Members