

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

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

PART-TIME AND SUBSTITUTE LICENSED STAFF EMPLOYMENTSUBSTITUTE TEACHERS

Substitute Teachers

Substitute Teachers ~~must~~shall:

- be at least 18 years old, with preference given to persons 21 years old or older; ~~possess good moral character;~~
- hold a high school diploma or have passed a high school equivalency examination approved by the Virginia Board of Education; and
- ~~have completed 48~~60 semester hours of college/university course work.

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

A substitute teacher, as used in this ~~policy~~section, 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.

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Homebound Teachers

~~Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Department of Human Resources or from the approved substitute teacher list and shall hold a valid teaching certificate.~~

Part-Time Teachers

~~An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time. Part-time teachers shall meet the certification requirement of the State Board of Education.~~

Summer School Teachers

~~Summer school teachers shall meet all licensure requirements.~~

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

Commented [1]: 48 is typical for an Associate's Degree

Commented [2]: This is an ACPS requirement, the rest are from the VSBA model policy

Commented [3]: Per the enactment of Acts 2023, c. 641, derived from HB 2457

<https://lis.virginia.gov/cgi-bin/legp604.exe?231+cab+HC10201HB2457+RCHB1>

Commented [4]: Added breadcrumbs to LEA

Commented [5]: Not part of the VSBA model. Moved to the new policy GCF and revised.

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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
	<u>GCDA</u>	<u>Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect</u>
	GCPD	Licensed Staff Discipline
	GCPF	Suspension of Staff Members

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