

## Part-Time and Substitute

### Professional Staff Employment

#### Substitute Teachers

When it becomes necessary for a regularly assigned teacher to be absent, it is that teacher's responsibility to notify the school principal at the earliest opportunity of the probable duration of the absence. The selection of a substitute teacher will be made by the principal only from a list of approved substitute teachers provided to each principal by the Superintendent. The Superintendent shall develop and implement administrative procedures necessary to effectively employ, assign, monitor, evaluate, compensate and retain highly qualified substitute teachers for the District.

#### Employment Qualifications

All applicants for initial substitute teacher licensure shall have attained eighteen (18) years of age for those seeking to perform instructional services in grades Kindergarten (K) through eight (8), and twenty-one (21) years of age for those seeking to perform instructional services in grades nine (9) through twelve (12), and have earned a high school diploma or high school diploma equivalency and hold a current New Mexico Substitute Teachers License by:

- Completing an approved teacher preparation program from a regionally accredited college or university; or
- Holding a current substitute or standard teaching license from another state; or
- Having met two (2) of the following requirements:
  - Have, within twelve (12) months of their date for initial employment with the District received on-the-job training by serving as a voluntary assistant to a licensed teacher in a school classroom in the District for a minimum of three (3) hours during three (3) days;
  - Have observed three (3) hours or more of teaching at the grade level of students in which the substitute will serve;
  - Have completed a District substitute teacher workshop. The District shall conduct, at least once a year, a comprehensive workshop for current substitute teachers and substitute teacher applicants that is conducted by licensed teaching and administrative staff and provides training in the essential functions and most recent strategies related to effective teaching;
  - Have, within the past three (3) school years of application for employment or licensure, performed at least three (3) hours of instructional services as a substitute teacher in any school accredited or recognized by the Secretary of Public Education.
  - Have engaged in any paid employment in the three (3) years prior to applying for a New Mexico Substitute Teaching License or employment which, after verification by and in the opinion of the Superintendent, or designee, invests that applicant with relevant work experience;
  - Have completed at least sixty (60) hours of college credit courses in a regionally accredited college;

- Have completed or be currently enrolled in an approved college course or program from a regionally accredited college, where the course or program is structured to provide primary/secondary school teacher preparation.

As a condition of employment with the District as a substitute teacher, every applicant must initially submit to and be cleared of a fingerprint-based criminal history and background check pursuant to state law and regulation. No applicant for initial employment shall be employed by the District until a background check has been reviewed and cleared by the State Public Education Department.

#### Substitute Teacher Tracking/Monitoring

The District shall maintain a systematic tracking process that monitors and records the assignment of all substitute teachers by classroom placement and the time and performance assessment in such placement. The tracking record shall be kept as part of the employee's personnel record and shall be used as a key element in the re-employment of the substitute teacher. The District, as part of its administrative procedures, shall develop and implement an evaluation plan for substitute teachers.

#### Continuing Licensure

The District shall develop an advancement plan to allow substitute teachers to gain a Level II license. Such plan shall, at a minimum, require a substitute teacher to:

- Completely with a passing grade three (3) semester hours of credit from a regionally accredited college or university in areas related to the District's Educational Plan for Student Success, student standards, or the substitute teacher's classroom assignment; or
- Complete forty-eight (48) contact hours in professional development activities approved by the District in areas related to the District's Educational Plan for Student Success, student standards, or the substitute teacher's classroom assignment; or
- Obtain a written certification from the Superintendent that the substitute teacher has completed at least two hundred seventy (270) hours of providing satisfactory services as a substitute teacher.

#### Compensation

Substitute teachers will be compensated for the number of hours on duty at a rate, approved annually by the Board, that is commensurate with the Substitute's level of licensure and experience in the District.

#### Limitations

No single class may be taught by a substitute teacher in lieu of a licensed teacher, under contract, for more than a total of sixty (60) school days during a school year unless otherwise approved by the State Superintendent of Public Instruction.

#### Exceptions

No person holding a valid New Mexico teaching or administrative license is required to obtain substitute teacher licensure in order to perform instruction services.