

## **PART-TIME AND SUBSTITUTE LICENSED STAFF EMPLOYMENT**

### Substitute Teachers

Substitute Teachers 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 60 semester hours of college/university course work.

The Alexandria City School Board shall seek to employ substitute teachers who exceed these requirements.

A substitute teacher, as used in this 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.

### 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.

### Interns

Arrangements for the utilization of interns in the school division should be initiated through the Department of Human Resources.

Student Teachers

The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The Department of Human Resources shall have the responsibility for the assignment and placement of student teachers in the school system. Student teachers shall not be used in lieu of substitute teachers.

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](#)

Cross Refs.:	GCB	Licensed Staff Contracts
	GCPD	Licensed Staff Discipline
	GCPF	Suspension of Staff Members