

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE PROFESSIONAL  
EMPLOYEES

ADOPTED: October 20, 2011

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1850.1</p> <p>3. Guidelines</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>SC 1148</p> <p>SC 1148</p>	<p style="text-align: center;">405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and professional employees shall be employed in order to provide continuity in the educational program of the center.</p> <p>The Joint Operating Committee shall approve annually the names of potential substitute professional employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Joint Operating Committee during the school year.</p> <p>Utilization of substitutes prior to approval by the Joint Operating Committee is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Joint Operating Committee at the next regular meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the center has evaluated the results of that screening process.</p> <p>The center shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Compensation</u></p> <p>Substitutes shall be paid on a per diem basis at a rate determined by the Joint Operating Committee.</p> <p>A substitute employed for a full semester or more for a professional employee on leave for a specified period will be compensated at a per diem rate equal to that of a temporary professional employee and will be eligible for the same fringe benefits of such an employee.</p>
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<p>4. Delegation of Responsibility</p>	<p>The Administrative Director or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.</p> <p>The Administrative Director or designee shall recommend for retention on the approved substitute list only those substitutes who have satisfactorily performed their duties.</p> <p>Substitutes shall be responsible for the care and instruction of students just as are regularly employed professional staff.</p>
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