

A. Substitute Teachers

The superintendent shall employ the best qualified persons available to serve as substitute teachers. Substitute teachers may be employed and shall be compensated at a diem rate established annually by the board.

Substitute teachers may be employed for minimum of one-half (1/2) day and should be endorsed in the area they may be called on to teach. They shall be compensated through the central office.

Substitute teachers will be paid a per diem rate at either a “degree” or “non-degree” level.

Substitute teachers employed in the same position for ten (10) consecutive days shall be paid a per diem rate at either a “degree” or “non-degree” level. The substitute teacher employed in the same position for an additional ten (10) consecutive days shall be paid at an increased rate. On the twenty-first consecutive day of employment in the same position, the per diem rate shall be as follows: (See GCE – E)

If a substitute completes a long-term substitution period and moves to another position for a long term basis without a break in service, the substitute will continue to receive the higher daily rate.

Persons holding a college degree shall be paid at a per diem rate equal to the amount received by a beginning teacher.

Substitute teachers shall meet the same health requirements as are required of teachers under contract.

B. Temporary Personnel

The superintendent is authorized to employ temporary support of part-time personnel for those projects or jobs for which the board previously has approved or budgeted funds.

Adopted: September 11, 2000

Legal Reference: Code of VA 22.1-299 Certificate Required of Teacher  
Code of VA 22.1-302 Written contracts required; execution of contracts;  
Rules and regulations.  
Code of VA 22.1-282 Appointment and compensation of persons taking  
census.

**PATRICK COUNTY PUBLIC SCHOOLS**

**SUBSTITUTE TEACHER**

**ELIGIBILITY REQUIREMENTS**

- 1. High School Diploma or Equivalent**
- 2. Degree Pay** – (Substitute teacher must provide the school board with a copy of a 4-year college transcript.)
- 3. Test Negative for TB** – (If you have had a TB skin test within the last year, you will need to only submit a copy – otherwise you will need to get an assessment completed through the health department or your doctor.)
- 4. Criminal Record Check** – (The 2000 Session of the Virginia General Assembly amended and reenacted Section 22.1-296.2 of the Code of Virginia authorizing all public school systems of the Commonwealth to obtain criminal history record information from the files of the Federal Bureau of Investigation (FBI) on applicants from employment through the submission of fingerprints. (Required if employed after July 1, 2000.) Prior to obtaining fingerprints you must contact the Personnel Department at 276-694-3163 ext. #107 to set up a scheduled time.
- 5. Child Abuse Registry** – (Required if employed after July 1, 2008) Child Abuse Central Registry release information will be processed prior to any employment. (Prior to obtaining child abuse record, you must contact the Personnel Department at 276-694-3163 ext. #107 to set up a scheduled time.)
- 6. Application Approved by the Patrick County School Board**
- 7. Receive Blood-borne Pathogen Training** – (Film and questions by our school nurse. You will not need to do this until we have approved several substitutes, at which time we will notify you for this training with a letter.)
- 8. Substitute Teacher Workshop** – (All substitute teachers will be notified with a letter stating the scheduled workshops.)

Individual schools secure their substitute teachers from the approved eligibility list.

Placement on substitute list is not a guarantee of employment.

