R277. Education, Administration.

R277-508. Employment of Substitute Teachers.

R277-508-1. Definitions.

A. "Board" means the Utah State Board of Education.

B. "Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS)" means the electronic file maintained on all licensed Utah educators. The file includes such as:

(1) personal directory information;

(2) educational background;

(3) endorsements;

(4) employment history;

(5) professional development information; and

(6) a record of disciplinary action taken against the educator.

C. "LEA" mean a local education agency, including local school boards/public school districts, charter schools, and for purposes of this rule, the Utah Schools for the Deaf and the Blind.

[~~C~~]D. "License" means an authorization issued by the Board which permits the holder to serve in a professional capacity in the public schools.

[~~D~~]E. "Substitute teacher" means an individual employed to take the place of a regular teacher temporarily absent.

[~~E~~]F. "Temporarily absent" means a period not to exceed eight consecutive weeks.

R277-508-2. Authority and Purpose.

A. This rule is authorized by Utah Constitution, Article X, Section 3 which vests general control and supervision of public education in the Board, Section 53A-1-402(1)(a) which directs the Board to make rules regarding the qualifications of educators and ancillary personnel providing direct student services, and Section 53A-1-401(3) which allows the Board to adopt rules in accordance with its responsibilities.

B. The purpose of this rule is to establish eligibility requirements and employment procedures for substitute

37 teachers.

38 **R277-508-3. Duration of Teaching Assignment.**

39 **A.** A substitute teacher may not serve in a teaching
40 position for more than eight consecutive weeks in one academic
41 year in either the same class or with the same group of
42 students. Individuals serving in the same teaching position
43 for longer than eight weeks shall hold an appropriate license
44 or be replaced by a person with an appropriate license.

45 **B. The State Superintendent of Public Instruction may**
46 **grant exceptions to R277-508-3A, as appropriate, in special**
47 **circumstances.**

48 **R277-508-4. Hiring Priorities and Eligibility.**

49 A. The first priority in hiring substitute teachers
50 shall be given to those who hold a valid license in the
51 subject matter they will be teaching as a substitute. Second
52 priority is to hire persons who have a valid license in a
53 field commonly taught in public schools.

54 B. It is desirable that a substitute teacher hold a
55 valid license or a college degree. An [~~district~~]LEA shall
56 evaluate persons hired as substitutes to ensure that they are
57 capable of managing a class and carrying out the instructional
58 program.

59 C. Persons seeking employment as a substitute teacher
60 shall furnish evidence as requested from the hiring [~~school~~
61 ~~district~~]LEA that they are physically and mentally fit to
62 work.

63 D. [~~School districts~~]LEAs may not employ any individual
64 as a substitute teacher whose license has been revoked or is
65 currently suspended by the Board or whose license has been
66 revoked or is currently suspended by another state.
67 Individuals whose licenses have been reinstated may be
68 considered for employment as substitute teachers.

69 **R277-508-5. Employment Procedures.**

A. [~~School districts~~]LEAs shall establish [~~a~~]polic[~~y~~]ies for hiring substitute teachers. [~~The~~]An LEA's policy shall include obtaining verification from CACTUS that an applicant's license has not been revoked or suspended.

B. An LEA shall require substitute teachers to have periodic criminal background checks consistent with an LEA's policy under R277-516 for employees that work directly with students.

[~~B~~]C. [~~School districts~~]LEAs shall have a policy to evaluate substitute teachers including a salary schedule to pay substitutes according to their training, experience, and competency.

[~~C~~]D. Regular teachers [~~are required to~~]shall have lesson plans immediately available for use by substitute teachers.

[~~D~~]E. A [~~S~~]student teacher[~~s~~] may substitute in classes consistent with the instructions and policies from the higher education institution which the student attends.

[~~E~~]F. Paraprofessionals and [~~A~~]aid[~~e~~]s may substitute in classes consistent with [~~school district~~]LEA or school polic[~~y~~]ies.

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