

R277. Education, Administration.

R277-508. Employment of Substitute Teachers.

R277-508-1. Authority and Purpose.

(1) This rule is authorized by:

(a) Utah Constitution, Article X, Section 3, which vests general control and supervision of public education in the Board;

(b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the Board's duties and responsibilities under the Utah Constitution and state law; and

(c) Subsection 53E-3-501(1)(a), which directs the Board to make rules regarding the qualifications of educators and ancillary personnel providing direct student services(2) The purpose of this rule is to establish eligibility requirements and employment procedures for substitute teachers.

R277-508-2. Definitions.

(1) "Comprehensive Administration of Credentials for Teachers in Utah Schools" or "CACTUS" means the electronic file maintained on all licensed Utah educators, which includes:

(a) personal directory information;

(b) educational background;

(c) endorsements;

(d) employment history;

(e) professional development information; and

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

(2) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and the Blind.

(3) "License" means an authorization issued by the Board which permits the holder to serve in a professional capacity in a Utah public school.

(4) "Substitute teacher" means an individual employed to take the place of a regular teacher who is temporarily absent.

R277-508-4. Hiring Priorities and Eligibility.

(1) An LEA shall give first priority in hiring substitute teachers to those who hold a valid license in the subject matter they will be teaching as a substitute.

(2) An LEA shall give second priority in hiring substitute teachers to persons who have a valid license in a field commonly taught in public schools.

(3) An LEA shall give third priority in hiring substitute teachers to persons with a college degree.

(3) An LEA shall evaluate prospective substitute teachers to ensure that they are capable of managing a class and carrying out the instructional program.

(4) A person seeking employment as a substitute teacher shall furnish evidence as requested from the hiring LEA that the person is physically and mentally fit to work.

(5)(a) An LEA may not employ any individual as a substitute teacher whose license has been revoked or is currently suspended by the Board or the licensing entity of another jurisdiction.

R277-508-5. Employment Procedures.

(1) An LEA shall establish policies for hiring substitute teachers, which shall include a requirement:

(a) that the LEA's staff obtain verification from CACTUS that an applicant's license has not been revoked or suspended; and

(b)] for substitute teachers to have criminal background checks consistent with Rule R277-516.

(2) An LEA shall have a policy, which includes:

(a) periodic evaluation of substitute teachers; and

(b) a salary schedule to pay substitute teachers according to their training, experience, and competency.

(3) A regular teacher shall have lesson plans immediately available for use by substitute teachers.

(4) A student teacher may substitute in a class consistent with the instructions and policies from the higher education institution which the student attends.

A paraprofessional or student aid may substitute in a class consistent with LEA policies.

KEY: teachers, professional competency, school personnel

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**Authorizing, and Implemented, or Interpreted Law: Art X Sec 3; 53E-3-501(1)(a);(3)
53E-3-401**