

## PART-TIME AND SUBSTITUTE PROFESSIONAL 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 Board of Education;
- attend orientation to school division policies and procedures; and
- complete all components of the Waynesboro Public Schools Substitute Application; including fingerprinting for criminal history record and personal descriptive information for conducting the Child Registry search.

The Waynesboro School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, 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.

A substitute teacher who works more than twenty (20) consecutive days in one (same) position will be considered a long term substitute. Long term substitute qualifications may include: teacher licensure and endorsement in the area of the assigned placement, or consideration of degree status, previous work experiences, and participation in a teacher preparation program. Long term substitutes must be approved for placement assignments by the Assistant Superintendent.

### 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 Personnel Office 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 requirements of the State Board of Education.

## Summer School Teachers

Summer school teachers shall meet all certification requirements.

## Interns

Arrangements for the utilization of interns in the school division should be initiated through the Assistant Superintendent.

## Student Teachers

The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same criminal history and Child Registry requirements as all other personnel. The Assistant Superintendent shall have the responsibility for the assignment and placement of student teachers in the school system.

Student teachers shall not be used as substitute teachers.

## Retired Teachers or Staff

When a Waynesboro Public School employee leaves a position covered by the Virginia Retirement System (VRS), they are only eligible for part-time or substitute employment after a thirty day (30) break in service. For full-time positions, they must meet the VRS regulations for "Critical Areas".

Adopted: February 14, 1995

Revised: December 14, 1999, April 11, 2017

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

Cross Ref.: GCB Professional Staff Contracts  
GCPD Professional Staff Discipline  
GCPF Suspension of Staff Members  
DL Payroll Procedures