**Title: 4061 SUBSTITUTE TEACHERS**

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|  | **4061 Substitute Teachers**Teachers wishing to substitute teach in the Catholic schools of the Diocese of Altoona-Johnstown must first apply in the Diocesan Education Office. 1. Appropriate documentation is needed prior to the employment of a substitute teacher. The file should contain items usually required for teachers, including their application, certification documents, legal clearances, personnel health record, and youth protection documentation. As long as the substitute teacher is employed by the school from year to year, their clearances remain valid until date of renewal.
2. The minimum academic requirement for a substitute is a baccalaureate degree. The minimum age requirement is 21 years. State teaching certification is preferred, but not required; emergency substitute certification is acceptable.
3. Substitute teachers are to observe all of the expectations of professional educators as stated in diocesan policy and local school policies.
4. Day to day substitutes are employed on a per-diem basis, at a rate set by the local school. Benefits do not apply and no contract is issued.
5. Long-term substitutes, that is beyond 6 weeks, but less than a full year, the per-diem is generally that of the starting level of the school’s teacher salary scale. Benefits do not apply and no contract is issued.
6. A long-term substitute covering an entire school year for a teacher on leave, should receive the salary that he/she would qualify for based on the local diocesan school’s salary scale, and the appropriate benefits. Their contract should be accompanied by a letter stating that they are employed for one school year only to cover for a teacher on leave.
7. All substitute teachers must be paid through the regular school payroll. No substitute may be paid as a contractor or vendor.
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