

## SUBSTITUTES

To the greatest degree possible, the Board of Education shall employ as substitute teachers competent and effective individuals who are certified by the State of New York in an approved teaching area. Pursuant to law, when substitute positions of five months or more become available, teachers on the district's preferred eligibility list who were excessed from similar positions shall be offered the position.

Individuals employed as substitute teachers who are not certified may be employed for up to 40 days during a school year, unless such individuals are in a program leading to teacher certification. In that case, there is no limit on the number of days for which they may be employed as a substitute teacher.

The Superintendent of Schools shall maintain a list of qualified substitute teachers who may be called on to replace teachers who are absent. Such a list shall be filed with the Principal of each building. Principals will assume responsibility for the scheduling of substitutes from the approved list as needed.

In order to allow adequate time for the school to procure a substitute, professional staff members should notify the Principal of their absence in advance. Whenever possible, the teacher who will be absent should leave a detailed lesson plan for the substitute to follow.

Compensation for substitutes shall be set by the Board of Education.

Ref: Education Law §2509; 2510; 3013; 3101  
Civil Service Law §201(7)(d)  
Labor Law §590  
8 NYCRR §80.36  
*Robins v. Blaney*, 59 NY2d 393 (1983)  
*Rosenberg v. Westbury Public Schools*, 51 AD2d 551 (2d Dept 1976)  
*Matter of Rossi*, 22 EDR 128 (1982)  
*Matter of Crandall*, 20 EDR 16 (1980)  
*Matter of Negri*, 19 EDR 35 (1979)  
*Matter of Walsh*, 17 EDR 434 (1978)  
*Matter of Blanchard*, 14 EDR 260 (1975)

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