

# POLICY

2015

6220

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Personnel

## **SUBJECT: TEMPORARY PERSONNEL**

District's needs may sometimes require temporary appointments. The terms of these appointments shall be defined by the Board of Education on a case by case basis.

### **Student Teachers**

The Elmira City School District shall cooperate with teacher training institutions in the placement of student teachers in order to provide beginning teachers with the best possible student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet the instruction component for their teaching certification. The video must remain confidential and is not subject to viewing by or disclosure to any individual or entity other than the student teacher applicant, authorized State Education Department personnel, and others engaged by the State Education Department to evaluate the video for purposes of determining the student teacher's eligibility for certification.

Student teachers shall be protected from liability for negligence or other acts resulting in accidental injury to any person by the School District, as provided by law.

### **Substitute Teachers**

A substitute teacher qualified to teach in the Elmira City School District shall be employed, whenever possible, by the Superintendent of Schools in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.

### **Eligibility for Service**

Per Commissioner's Regulations Section 80-5.4, there shall be three (3) categories of substitutes as follows:

- a) Substitutes with valid teaching certificates or certificates of qualification. Service may be rendered in any capacity, for any number of days. If employed on more than an "itinerant" basis, such persons will be employed in an area for which they are certified.
- b) Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six (6) semester hours per year. Service may be rendered in any capacity, for any number of days, in any number of school districts. If employed on more than an "itinerant" basis, such persons will be employed in the area for which they are seeking certification.
- c) Substitutes without a valid certificate and who are not working towards certification. Service may be rendered for no more than forty (40) days per school year.

(Continued)

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**SUBJECT: TEMPORARY PERSONNEL (Cont'd.)**

The Board of Education shall annually establish the ordinary rate for per diem substitute teachers.

8 NYCRR Section 80-1.5, 80-5.4  
Education Law Section 3023

Adopted: 1/12/99  
Revised: 3/18/09; 5/6/15