

- I. In order to be eligible to serve as a substitute teacher the individual must:
 - A. Be at least 21 years of age.
 - B. Successfully pass such pre-employment background screenings as may be required by ACPS or state law or regulation.
 - C. Successfully complete pre-employment application and interview.
 - D. Participate in an annual substitute workshop every year.
 - E. Substitute eligibility will be contingent upon the substitute's willingness to serve at certain grade levels and geographic locations as well as prior success.
 - F. Eligible substitutes will be placed on the district substitute list.

- II. Selection of substitutes.
 - A. Daily substitutes will be selected through the use of the ACPS automated substitute system.
 - B. Long-term substitutes will be selected from the substitute list by the principal.
 - C. Temporary teachers will be selected from the substitute list by the principal.
 - D. Principals or their designee may delegate the authority to select substitutes.
 - E. Principals have the ultimate authority in the selection of all substitutes.

Board Reviewed 10/10/17	Superintendent Approved 10/10/17
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