

Book	Policy Manual
Section	400 Professional Employees
Title	Employment of Substitute Professional Employees
Number	405
Status	Active
Adopted	November 20, 2003
Last Revised	April 1, 2009
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Purpose

Qualified and competent substitute teachers and other professional employees shall be employed as needed in the Springfield School District ("District").

Authority

The Board of School Directors ("Board") of the District shall approve annually the names of potential substitute teachers and other substitute professional employees and the positions in which they may substitute. Additional names may be added to the list of substitute teachers by the administration and approved by the Board during the school year. [\[1\]](#)[\[2\]](#)

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process. Candidate applications must comply with applicable law and District policy. [\[3\]](#)[\[4\]](#)[\[5\]](#)

Substitutes hired on a per diem basis shall be entitled only to the wages approved by the Board on a per diem basis.

Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

DISCLAIMERS:

This policy is superseded by all current federal and state laws and mandates.

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Legal

[1. 24 P.S. 1106](#)

[2. 24 P.S. 1148](#)

[3. 24 P.S. 111](#)

[4. 22 PA Code 8.1 et seq](#)

[5. 23 Pa. C.S.A. 6301 et seq](#)