

R277. Education, Administration.

~~[R277-508. Employment of Substitute Teachers.~~

~~R277-508-1. Authority and Purpose.~~

~~—— (1) This rule is authorized by:~~

~~—— (a) Utah Constitution, Article X, Section 3, which vests general control and supervision of public education in the Board;~~

~~—— (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the Board's duties and responsibilities under the Utah Constitution and state law; and~~

~~—— (c) Subsection 53E-3-501(1)(a), which directs the Board to make rules regarding the qualifications of educators and ancillary personnel providing direct student services.~~

~~—— (2) The purpose of this rule is to establish eligibility requirements and employment procedures for substitute teachers.~~

~~R277-508-2. Definitions.~~

~~—— (1) "Comprehensive Administration of Credentials for Teachers in Utah Schools" or "CACTUS" means the electronic file maintained on all licensed Utah educators, which includes:~~

~~—— (a) personal directory information;~~

~~—— (b) educational background;~~

~~—— (c) endorsements;~~

~~—— (d) employment history;~~

~~—— (e) professional development information; and~~

~~—— (f) a record of disciplinary action taken against the educator.~~

~~—— (2) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and the Blind.~~

~~—— (3) "License" means an authorization issued by the Board which permits the holder to serve in a professional capacity in a Utah public school.~~

~~—— (4) "Substitute teacher" means an individual employed to take the place of a regular teacher who is temporarily absent.~~

~~R277-508-3. Hiring Priorities and Eligibility.~~

~~—— (1) An LEA shall give first priority in hiring substitute teachers to those who hold a valid license in the subject matter they will be teaching as a substitute.~~

~~—— (2) An LEA shall give second priority in hiring substitute teachers to persons who have a valid license in a field commonly taught in public schools.~~

~~—— (3) An LEA shall give third priority in hiring substitute teachers to persons with a college degree.~~

~~—— (3) An LEA shall evaluate prospective substitute teachers to ensure that they are capable of managing a class and carrying out the instructional program.~~

~~—— (4) A person seeking employment as a substitute teacher shall furnish evidence as requested from the hiring LEA that the person is physically and mentally fit to work.~~

~~—— (5)(a) An LEA may not employ any individual as a substitute teacher whose license has been revoked or is currently suspended by the Board or the licensing entity of another jurisdiction.~~

~~R277-508-4. Employment Procedures.~~

~~—— (1) An LEA shall establish policies for hiring substitute teachers, which shall include a requirement:~~

~~—— (a) that the LEA's staff obtain verification from CACTUS that an applicant's license has not been revoked or suspended; and~~

~~—— (b) for substitute teachers to have criminal background checks consistent with Rule R277-516.~~

~~—— (2) An LEA shall have a policy, which includes:~~

~~—— (a) periodic evaluation of substitute teachers; and~~

~~—— (b) a salary schedule to pay substitute teachers according to their training, experience, and competency.~~

~~—— (3) A regular teacher shall have lesson plans immediately available for use by substitute teachers.~~

~~—— (4) A student teacher may substitute in a class consistent with the instructions and policies from the higher education institution which the student attends.~~

~~—— A paraprofessional may substitute in a class consistent with LEA policies.~~

KEY: ~~teachers, professional competency, school personnel~~

~~Date of Enactment or Last Substantive Amendment: December 16, 2020~~

~~Notice of Continuation: April 2, 2018~~

~~Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53E-3-501(1)(a); 53E-3-401]~~