

R277-508 received final approval by the Utah State Board of Education on October 1, 2020. R277-508 will be published in the November 1, 2020 Utah State Bulletin, subject to a 30-day comment period, with a first possible effective date of December 8, 2020.

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.~~

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~~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.~~

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

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

~~**Date of Enactment or Last Substantive Amendment: May 8, 2018**~~

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

~~**Authorizing, and Implemented or Interpreted Law:**~~