

Hawthorn Academy
Policy: Employment of Substitute Teachers Policy (Amended)
Adopted: March 14, 2018



Purpose

The purpose of this policy is to help ensure that Hawthorn Academy (the “School”) complies with state law, including Utah Administrative Code Rule R277-508, in employment of substitute teachers.

Policy

The School will hire and evaluate licensed and unlicensed substitute teachers in accordance with Utah Administrative Code Rule R277-508.

To the extent possible, the School will adhere to the hiring priorities established by R277-508-4 when hiring substitute teachers.

With respect to hiring licensed substitute teachers, the School will not employ any individual as a substitute teacher whose license has been revoked or is currently suspended by the Utah State Board of Education or whose license has been revoked or is currently suspended by another state. The School will obtain verification from CACTUS that a substitute teacher applicant’s license has not been revoked or suspended. The School will also ensure that a background check is performed and passed for each substitute teacher (whether licensed or not) employed by the School.

The School will evaluate substitute teachers and adopt a payment schedule to pay substitute teachers according to their training, experience, and competency.

Signature:

March 14, 2018

Meggen Pettit, Board President

Date