



First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, New York 11772

Board Policy

Temporary Personnel

ESBOCES needs sometimes require temporary appointments. The terms of these appointments will be defined by the Board on a case-by-case basis.

Student Teachers

ESBOCES will cooperate with teacher training institutions in the placement of student teachers to provide beginning teachers with the best possible student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet part of their performance assessment requirements for teaching certification. The video must remain confidential, is a confidential record of the New York State Education Department (SED), and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant SED personnel.

Student teachers shall be protected from liability for negligence or other acts resulting in accidental injury to any person by ESBOCES, as provided by law.

Substitute Teachers

The District Superintendent's and Chief Operating Officer's designees are responsible for obtaining the services of a qualified substitute teacher after having been notified that the regular teacher shall be absent.

A fully qualified substitute teacher will be employed, whenever possible, by ESBOCES in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.

Eligibility for Service

There are three (3) categories of substitutes:

1. A substitute with a valid teaching certificate or certificate of qualification may serve in any capacity for any number of days. If employed on more than an "itinerant" basis, the substitute will be employed in his/her certification area.
2. A substitute without a valid certificate who is completing collegiate study toward certification at the rate of not less than six (6) semester hours per year may serve in any capacity for any number of days in any number of school districts. If employed on more than an "itinerant" basis, the substitute will be employed in his/her anticipated certification area.
3. A substitute without a valid certificate who is not working toward certification may serve for no more than forty (40) days per school year. In extreme circumstances, where there is an urgent need for a substitute teacher, ESBOCES may employ this substitute teacher

beyond the forty (40)-day limit for up to an additional fifty (50) days (ninety (90) days total in a school year), if the District Superintendent, Chief Operating Officer, or designee certifies that ESBOCES conducted a good-faith recruitment search and there are no certified teachers available who can perform the duties of the position.

ESBOCES may hire this substitute teacher beyond the ninety (90) days only if the District Superintendent, Chief Operating Officer, or designee attests that ESBOCES conducted a good-faith recruitment search and there are still no certified teachers available who can perform the duties of the position and that ESBOCES needs a particular substitute teacher to work with a specific class or group of students until the end of the school year.

The Board will annually establish the ordinary rate for per diem substitute teachers.

Reporting

The District Superintendent will submit an annual report to the Commissioner concerning the employment of all uncertified teachers. The report will include:

1. the number of substitute teachers authorized to be employed beyond the forty (40)-day limit;
2. the number of substitute teachers authorized to be employed beyond the ninety (90)-day limit; and
3. the required good-faith recruitment certifications for all teachers employed beyond the forty (40)-day and ninety (90)-day limits.

References:

- NYS Education Law §3023
- 8 NYCRR §§80-1.5 and 80-5.4

First Adopted: 7/1/2003
Readopted: 7/11/2007
Readopted: 2/29/2012
Readopted: 10/19/2016