

|               |   |
|---------------|---|
| Book          | Policy Manual   |
| Section       | Vol. 36, No. 1 - August 2017  |
| Title         | Vol. 36, No. 1 - August 2017 New EMPLOYMENT OF SUBSTITUTE EDUCATIONAL AIDES |
| Number        | *po4120.05 EAR  |
| Status        |   |
| Last Reviewed | June 15, 2018   |

#### 4120.05 - **EMPLOYMENT OF SUTSTITUTE EDUCATIONAL AIDES**

The Board of Education recognizes the need to procure the services of substitute educational aides/paraprofessionals in order to continue the operation of the schools as a result of the absence of regular personnel or to fill a temporary position created based on the needs of the District.

The Superintendent shall employ substitute educational aides/paraprofessionals for assignment as services are required to fill in for temporarily absent regular staff members or to fill vacant positions in accordance with this policy. Such assignment of substitutes may be terminated when their services are no longer required.

Substitute educational aides/paraprofessionals must have a valid educational aide permit issued by the Department of Education.

**[X-]** A substitute educational aide/paraprofessional may be hired for up to sixty (60) days while their application for an aide permit is pending if the superintendent believes the employee is qualified to obtain a permit. An unlicensed educational aide/paraprofessional's service with the District will cease immediately when one of the following occurs:

- A. the individual's application for a permit is denied by the Department of Education; or
- B. sixty (60) days have passed following the date on which the employee began work as a substitute.

Substitutes also must pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation (see Policy 4121).

Substitutes may be required to undergo a tuberculosis examination in accordance with law and at the direction of the Ohio Department of Health or the local health department.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

Daily substitutes shall not earn sick leave nor be paid for days when students are not required to attend school.

© **Neola 2017**

Legal R.C. 3319.088; 3319.36

Last Modified by Beth Rutledge on June 18, 2018