

Substitute Teachers

Hiring and Employment Procedures—

In hiring substitute teachers, the District shall apply the following priorities in evaluating applicants:

1. The District shall give first priority to applicants who hold a valid license in the subject matter they will be teaching as a substitute;
2. The District shall give second priority to applicants who have a valid license in a field commonly taught in public schools; and
3. The District shall give third priority to applicants who have a college degree.

An individual seeking employment as a substitute teacher shall furnish evidence to the District that the individual is physically and mentally fit to work.

[*Utah Admin. Rules R277-508-3 \(May 8, 2018\)*](#)

Prior to hiring an applicant as a substitute teacher, the District shall obtain verification through CACTUS that the applicant has not had a license suspended or revoked and shall obtain a criminal background check on the applicant.

[*Utah Admin. Rules R277-508-4\(1\) \(May 8, 2018\)*](#)

The District shall periodically evaluate substitute teachers employed by the District and shall establish a salary schedule for substitute teachers according to their training, experience, and competency.

[*Utah Admin. Rules R277-508-4\(2\) \(May 8, 2018\)*](#)

A regular teacher shall have lesson plans immediately available for use by substitute teachers.

[*Utah Admin. Rules R277-508-4\(3\) \(May 8, 2018\)*](#)

Student Teachers as Substitutes—

Student teachers may substitute in classes consistent with the instructions and policies from the higher education institution which the student attends.

[*Utah Admin. Rules R277-508-4\(4\) \(May 8, 2018\)*](#)

Paraprofessionals and Aides as Substitutes—

Paraprofessionals and aides may substitute in classes provided they comply with District and school policies.

[*Utah Admin. Rules R277-508-4\(4\) \(May 8, 2018\)*](#)

Suspended Licensure—

The District may not employ any individual whose license has been revoked or is currently suspended by the State Board or the licensing entity of another jurisdiction.

[Utah Admin. Rules R277-508-3\(5\)\(a\) \(May 8, 2018\)](#)