
I. PURPOSE

The following policy establishes eligibility requirements and hiring procedures for potential substitute teachers at Athlos Academy of Jefferson Parish.

II. POLICY

- A. Athlos Academy of Jefferson Parish's Lead School Administrator, or designee, shall develop a pool of substitute teachers who will be evaluated based on:
 - 1. Educational background;
 - 2. Work history;
 - 3. Acceptable references; and
 - 4. Completion of fingerprinting and a background check.
- B. Preference will be given to the hiring of substitute teachers with a valid license in the subject area in which they will be teaching. Second priority will be given to substitute teachers with a license in a field commonly taught in public schools.
- C. Athlos Academy of Jefferson Parish will only hire substitute teachers who pass a criminal background check, including fingerprinting.
- D. A substitute teacher may not serve in a teaching position for more than forty teaching days in one school year in either the same class or with the same group of students, unless the substitute teacher holds an appropriate license.