

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

SUPPORT STAFF  
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## EMPLOYMENT OF SUBSTITUTES

The Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Employment Opportunities/Facilities Secretary.

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

There must be verification of a satisfactory background check. All necessary forms, trainings and Physical & TB report must be completed prior to being placed in AESOP and placed on the Substitute List.

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

### **Other needed paperwork to complete Personnel File:**

- Current Background Investigation
- DPI License – must have:
  - Special Education – Paraprofessional License
- May hold:
  - 3 Year Short-Term Substitute License (45 days or less)
  - 5 Year Long-Term Substitute License (long-term sub positions)
  - Provisional License
  - Life License
- Physical & TB Testing
- Bloodborne Pathogen Training
- Mandatory Child Abuse Reporting Training
- School Violence Training
- Voluntary Self-Disclosing Disability Form
- Substitute Support-Staff Handbook Acknowledgement
- Financial Paperwork
- Substitute Application
- WECAN Application
- Transcript – Special Education – Paraprofessionals / or other Aide positions when requested
- Recommendation Letters
- Seclusion & Restraint Training – SE Paraprofessional Aides & Playground/Lunchroom & Supervisory Aides

Board Approved 4/28/14, 2/9/15, 8/8/16; 1/10/2022; 1/9/23  
Adoption Resolution 10/13/14

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- Health Room Aide Training – Health Room Aides

Legal References

118.19, Wis. Stats.

P.I. 3.03(8), Wis. Adm. Code

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