

# Policy

**BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT**

**SUPPORT STAFF  
4120.04 / Page 1 of 1**

## 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 Human Resource Office.

Proper certification shall be on file if the position requires certification. A satisfactory background check shall be consistent with Policy 4121- Criminal History Record Check and Employee Self-Reporting Requirements.

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.

All necessary forms, trainings and Physical & TB report must be completed prior to being placed in Frontline 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
- Frontline Employment Process including all necessary paperwork, State and Federal Trainings
- Health Room Aide Training – Health Room Aides

### Legal References

118.19, Wis. Stats.

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

© NEOLA 2024

Board Approved 4/28/14, 2/9/15, 8/8/16; 1/10/2022; 1/9/23; 11/27/23-T; 8/26/24  
Adoption Resolution 10/13/14