



Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 4121
Page 1 of 1

Certificated Personnel

Substitute Teachers

It shall be the duty of the Superintendent or his/her designee to provide qualified credentialed substitute teachers for regular employed teachers who must be absent from their duties.

It shall be the responsibility of the teacher to provide advance notice of the absence, whenever possible, in accordance with established procedure, in order that the services of a substitute teacher may be secured.

A substitute teacher shall be a person fully qualified to teach in the capacity designated in his/her teaching credential. Substitutes shall be employed for short periods of time in the absence of regular teachers.

Suitable programs for training, assigning, orienting and evaluating the work of substitute teachers shall be provided by the certificated staff under the direction of the Superintendent.

The Governing Board shall adopt and make public the rates of compensation for substitute teachers. (Education Code 45030)

Substitute teachers shall not participate in the health and welfare plans or other fringe benefits of the school district.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

Legal Reference:

EDUCATION CODE

23919	44914	44956-44957
44252.5	44917	45030
44830	44953	

ADMINISTRATIVE CODE, TITLE 5

5502-5503

Policy adopted: 1/13/87