

Lewis Center for Educational Research

**BP 4121: PERSONNEL
CERTIFICATED SUBSTITUTES**

Adopted: December 5, 2002

Revised: November 13, 2023

Certificated substitutes employed for short periods of time, in the absence of regular teachers, shall be fully qualified and shall teach in the capacity designated in their teaching credentials or permits.

Suitable programs for training, assigning, orienting and evaluating the work of certificated substitutes shall be provided by the certificated administrative staff under the Lewis Center for Educational Research's ("LCER") President/Chief Executive Officer ("CEO") or designee's discretion.

The CEO shall make public the rates of compensation for certificated substitutes.

Certificated substitutes shall not participate in the health plans or other fringe benefits of LCER.

Within the limits prescribed by law, retired teachers may be employed as certificated substitutes, without jeopardizing their retirement benefits.

The CEO or designee shall develop a pool of qualified certificated substitutes.