



## Employment of Substitute Teachers

Voyage Academy will employ substitutes in order to insure continuity of instructional programs in the absence of a regular classroom teacher. Applicants seeking employment, as a substitute, must fill out the appropriate employment application, which is to include the submission of two letters of recommendation from individuals who can verify the character of the applicant. Applicants must submit to and pass a criminal background check.

The first priority in hiring substitute teachers shall be given to those who hold a valid teaching license. It is desirable that substitutes hold a license or college degree.

Voyage Academy will verify, through CACTUS, the applicant's license has not been revoked or is not currently suspended.

Substitute teachers will be employed from the substitute list approved by the Voyage Academy Board. Substitutes will be evaluated periodically to ensure they are properly managing classrooms and carrying out the set forth instructional programs of the teacher and school. Substitutes who do not meet expectations will be removed from the substitute list.

Only individuals on the approved substitute list will be permitted to substitute at Voyage Academy. Paraprofessionals and Aides employed by Voyage Academy will be permitted to substitute when it does not interfere with their current employment responsibilities at the school.

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