

TEXAS SCHOOL FOR THE DEAF

**PERSONNEL POSITIONS:
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS**

DPB

**UNCERTIFIED
SUBSTITUTES**

State Board for Educator Certification requirements regarding assignment of certified employees apply to substitute teachers. If the School must employ substitute teachers who are not certified, the School shall maintain a list of all non-certified substitutes in the HR Department. **19 TAC 231.1(e)**

PARENT NOTIFICATION

If the School assigns an inappropriately certified or uncertified teacher [as defined in DBA] to the same classroom for more than 30 consecutive instructional days during the same school year, it shall provide written notice of the assignment to the parents or guardians of students in that classroom.

The School shall provide the notice not later than the 30th instructional day after the date of the assignment of the inappropriately certified or uncertified teacher. The School shall make a good faith effort to ensure that the notice is provided in a bilingual form to any parent or guardian whose primary language is not English. The School shall retain a copy of the notice and make information relating to teacher certification available to the public on request. [See also DBA]

Education Code 21.057

**CRIMINAL HISTORY
REVIEW**

The School shall obtain all criminal history record information that relates to a substitute teacher for a district or shared services arrangement through the Department of Public Safety's criminal history clearinghouse. [See DBAA]

Education Code 22.0836

Issued: 05-29-82

Adopted: 05-29-82

Amended: 01-25-91

05-07-93

08-28-99

12-11-09

12-10-15

03-01-19