



**Stella Maris Academy
Substitute Teaching Policy**

10.03.19

Stella Maris Academy will ensure continued programming while the scheduled teacher is absent.

Substitute teachers at Stella Maris Academy are required to have a Minnesota substitute teaching license or current teaching license from another state and meet all of the state requirements for renewal.

In unique circumstances such as a substitute teacher shortage or finding a specialist substitute teacher, the principal may identify a person to be sufficiently prepared to teach on a limited basis following basic training by the principal. This substitute teacher may fill the position until another qualifying substitute teacher is available or the principal determines that the arrangement is meeting student needs and curriculum goals. In such a situation, at a minimum, the substitute teacher must have a Bachelor's Degree. However, depending on the license, a degree may or may not be related to teaching.

The following types of licenses are recognized:

The **Two-Year Short-Call Substitute** license, available to people who have bachelor's degrees in any subject. If you get this license, the Academy may accept this license if there is difficulty finding a licensed teacher. This license allows a substitute teacher to teach for no more than 15 consecutive days in one classroom assignment, in any subject or grade level.

The **Five-Year Short-Call Substitute** license, available to people who have finished a teacher license program but don't want to pursue a full-time teaching license. A Five-Year Short Call Substitute may replace the same teacher for 16 or more consecutive days. The teacher must have a bachelor's degree from an accredited college/university.

The **Lifetime Short-Call Substitute** license, available to people who have had a regular teaching license in the past and are now receiving teacher retirement pay.

All substitute teachers must complete and provide the appropriate new hire forms and a copy of their license including background checks and safe environments training.