

**PART-TIME EMPLOYMENT**  
**Student Teachers – Substitute Teachers**

District's needs may sometimes require temporary appointments. The terms of these appointments shall be defined by the Board of Education on a case by case basis.

**Student Teachers**

The East Quogue Union Free School District shall cooperate with teacher training institutions in the placement of student teachers in order to provide beginning teachers with the best possible student teaching experience.

Student teachers shall be protected from liability for negligence or other acts resulting in accidental injury to any person by the School District, as provided by law.

**Substitute Teachers**

A substitute teacher qualified to teach in the East Quogue Union Free School District shall be employed, whenever possible, by the Superintendent of Schools in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.

All substitutes shall be placed on a list approved by the Superintendent of Schools in the following order:

1. Certified teachers
2. College graduates
3. Normal school or teacher training class graduates who have had one year teaching experience.
4. Other substitutes who have had a minimum of two years of college training in education and five years of substitute teaching experience in the District.

Except in cases of emergencies, substitute teachers shall be employed only for the number of days permitted by the Commissioner's Regulations. It is the intent of the Board of Education to use certified personnel whenever possible.

The Board of Education shall annually establish the ordinary rate of per diem substitute teachers.

Commissioner's Regulations Section 80.36  
Education Law Section 3023

Adopted: February 24, 1998