

**Old Dominion University
Child Development Center**

Substitute Teachers

These regulations will govern the employment of substitute teachers.

A. Application

1. All prospective substitutes must file an [application](#) with the Child Development Center.
2. Substitute teachers must have a minimum of two (2) years of college study.
3. All prospective substitutes must attend an orientation/training session conducted by the Child Development Center.
4. Once an applicant has been approved, his/her name will appear on the approved list of substitutes issued by the Child Development Center.

B. Employment

1. Only the director or the director's designee will call a substitute teacher.
2. The substitute teacher must be on the Child Development Center's approved list.
3. Lead teachers should notify the Director, in writing, of any substitute teacher whose performance of duty is unsatisfactory.
4. Substitute teachers employed on a long-term contract should receive a formal evaluation by the director at the end of their employment.

C. Lead Classroom Teacher's Responsibility

The lead classroom teacher will maintain a substitute folder that includes the following information:

1. Class schedules
2. Lesson plans
3. Copies of forms needed
4. List of duties with appropriate directions
5. Emergency contact information
6. Snack and lunch information
7. Afternoon Assistant duties
8. Practicum student information
9. Policies and Procedures
10. Medical information

D. Substitute Teacher's Responsibility

The substitute teacher is responsible as follows:

1. The substitute should become familiar with all rules and procedures at the Child Development Center.
2. Substitutes will adhere to the established policies of the Child Development Center.
3. Substitutes will make every effort to follow the plans and instructions provided by the lead teacher.
4. The substitute should leave a brief statement of progress for the lead teacher.
5. The substitute will leave any other information requested by the lead classroom teacher.

Substitute Orientation and Training Information Sessions Information and Requirements

All substitute applicants are required to complete an [Old Dominion University Child Development Center's employment application](#) and attend an orientation/training session.

- All Orientation/Training sessions are held at the Child Development Center, 1520 W. 48th Street, Norfolk, VA.
- Registration is required
- You may register for the next available orientation session by calling Betty Anne Ward at 757-683-3320 between the hours of 8:30 a.m. and 5:30 p.m., Monday-Friday.

Substitute teacher orientation sessions last approximately four hours.

- **Minimum educational requirements:** Completion of a minimum of sixty semester hours from an accredited institution. A copy of transcripts will be required when the substitute packet is submitted.
- Upon completion and approval of substitute teacher paperwork, a half-day orientation/training session will be required. You will be notified by the Child Development Center as to the date, time, and location of this training once all requirements have been met and eligible background results have been received.
- **Salary:** The hourly rate of pay for substitute teachers is \$12.00. Long term substitute teachers who substitute in the same position for a minimum of 21 consecutive days are eligible for the hourly rate of \$15.00.

All substitutes will be required to complete the following:

1. Virginia State Police background check
 2. Social Services Child Protective Services Registry background
 3. Tuberculosis screening certificate
- You will be required to pay for the background investigations.