

**SUBJECT: TEMPORARY AND PART TIME EMPLOYEES**

The District Superintendent is authorized to fill vacant positions on a temporary basis when such positions are necessary for the maintenance or continuity of a program or service. Such authority applies to per diem substitutes (certified and classified), adult education staff and temporary employees.

**Student Teachers and Interns**

The BOCES recognizes its responsibility to insure adequate quantities of competent educators. Thus, the Board encourages participation in the student teacher/internship training program as a professional responsibility. The agreement for participation in the student teacher program and placement of student teachers shall be between the BOCES and the participating college/teacher training institution with the approval of the District Superintendent/designee in order to provide beginning teachers with the best possible student teaching experience. The District Superintendent shall be responsible for developing the necessary administrative regulations to implement this policy.

**Tuition Waivers**

Tuition waivers granted to a cooperating teacher or administrator by the college, and not used for course work taken by the cooperating teacher or administrator, must be transferred to the BOCES to be reassigned in accordance with the college guidelines. The District Superintendent will oversee the use of such tuition waivers.

**Substitute Teachers/Administrators**

- a) The District Superintendent or designee is responsible for obtaining the services of qualified substitute teachers/administrators after having been notified that the regular teacher/administrators shall be absent.
- b) Substitute teachers/administrators should be qualified in the subject matter area in which they are asked to substitute.

Commissioner's Regulations  
Section 80.36  
Education Law Section 3023

Adopted: February 13, 2002  
Revised: April 13, 2016