

**I. PURPOSE**

The following policy establishes eligibility requirements and hiring procedures for potential substitute teachers at Athlos Academy of Utah.

**II. DEFINITIONS**

- A. Comprehensive Administration of Credentials for Teachers in Utah Schools (CACTUS): The electronic file maintained on all licensed Utah educators. The file includes information such as:
1. Personal directory information;
  2. Educational background;
  3. Endorsements;
  4. Employment history;
  5. Professional development information; and
  6. A record of disciplinary action taken against the educator.

**III. POLICY**

- A. Athlos Academy of Utah's Lead School Administrator, or designee, shall develop a pool of substitute teachers who will be evaluated based on:
1. Educational background;
  2. Work history;
  3. Acceptable references; and
  4. Completion of fingerprinting and a background check.
- B. Preference will be given to the hiring of substitute teachers with a valid license in the subject area in which they will be teaching. Second priority will be given to substitute teachers with a license in a field commonly taught in public schools.
- C. Athlos Academy of Utah will only hire substitute teachers who pass a background check.
1. For licensed substitute candidates, Athlos Academy of Utah shall obtain verification from CACTUS that the applicant's license has not been revoked or suspended.

## Hiring Substitute Teachers

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2. For substitute candidates who are in the process of obtaining a license, Athlos Academy of Utah shall reference Utah Bureau of Criminal Identification (BCI) for background checks.
- D. A substitute teacher may not serve in a teaching position for more than eight consecutive weeks in one school year in either the same class or with the same group of students.
1. Substitute teachers remaining in the same teaching position for longer than the permitted time must hold an appropriate license or be replaced by an individual with an appropriate license.

### **Legal References:**

[Utah Admin R277-508](#)