



Non-Certified Resource Personnel

Background

These guidelines detail the use of non-certified resource personnel in KTCEA schools.

Guidelines

1. Non-certified substitutes may be hired provided certified substitutes are not available. Every effort shall be made to obtain certified substitutes
2. At all times, a school activity involving students shall be under the supervision of a certified teacher

These guidelines apply to all non-certified Resource Personnel engaged by KTCEA. If clarification is required, employees are requested to speak to their supervisor.

The responsibility for ensuring compliance with these guidelines rests with individual Principals.

#	Procedure	Roles & Responsibilities
1.	Engaging substitute teachers in compliance with these guidelines	Principals
2.	Supporting Principals and providing direction relative to these guidelines	Superintendents
3.	Supporting Principals in the administration of these guidelines	Human Resources

References:

KTCEA Policy 12 Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.