

STATE COLLEGE  
 AREA  
 SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF GUEST  
 PROFESSIONAL EMPLOYEES

ADOPTED: January 12, 2004

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p> <p>SC 1201                  Title 22                  Sec. 49.81 et seq</p> <p>SC 111                  23 Pa. C.S.A.                  6301 et seq</p> <p>SC 1101, 1106,                  1148</p>	<p style="text-align: center;">405. EMPLOYMENT OF GUEST PROFESSIONAL EMPLOYEES</p> <p>Guest professional employees will be used to maintain a continuity of curriculum in the absence of the regularly assigned teacher.</p> <p>Applicants for guest teaching will complete an application in the personnel office.</p> <ol style="list-style-type: none"> <li>1. All guest professional employees must be certificated in the State of Pennsylvania for the subject area in which they teach, unless emergency certification is needed, or be approved for an appropriate emergency certification.</li> <li>2. Applicants must present their valid Pennsylvania teaching certificate to the Director of Personnel.</li> <li>3. No candidate shall be employed until such candidate has complied with the mandatory Commonwealth of Pennsylvania background check requirements for criminal history and the district has evaluated the results of that screening process.</li> </ol> <p>The personnel office will prepare lists of new guest professional employees and will present them to the Board for approval monthly. Lists of guest professional employees will be distributed to all buildings. Only individuals on the guest professional employee lists approved by the Board may be used as guest professional employees in the classroom.</p> <p><u>Role for the Guest Professional Employee</u></p> <ol style="list-style-type: none"> <li>1. The guest professional employee should be a professional in attitude and ethics.</li> <li>2. The guest professional employee must have proper certification for teaching.</li> </ol>
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	<ol style="list-style-type: none"><li>3. Emergency guest professional employee work - one (1) day only.<ol style="list-style-type: none"><li>a. Guest professional employees should arrive at school before the start of classes, duties/responsibilities or as soon as possible after being called for duty.</li><li>b. Guest professional employees are free to leave after their professional duties are completed.</li><li>c. The regular teacher is responsible for the lesson plans for the day.</li></ol></li><li>4. Emergency guest professional employee work – a longer period of time.<ol style="list-style-type: none"><li>a. Guest professional employees should arrive at school before the start of classes or duties.</li><li>b. Guest professional employees should be guided by the building procedures in regard to leaving the building.</li><li>c. After the first day of guest teaching, the guest professional employee may be responsible for the continued planning of lessons. A telephone call to the regular professional employee to check on plans is recommended.</li></ol></li><li>5. The guest professional employee should:<ol style="list-style-type: none"><li>a. Assume all the responsibilities of the regular professional employee (hall, playground, etc.)</li></ol></li><li>6. There will be two (2) categories of guest professional employees:<ol style="list-style-type: none"><li>a. Non-predictable term guest professional employees:<ul style="list-style-type: none"><li>• Called in on day-to-day basis.</li><li>• No tenure accrued or granted; no seniority accrued or granted.</li><li>• Reported monthly for salary - will be paid the base guest professional employee rate.</li><li>• Does not accrue credit on the salary schedule.</li><li>• No leave benefits and insurances are granted until 100 consecutive days have been worked.</li></ul></li></ol></li></ol>
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<p>SC 1148</p> <p>School Code 111, 1101, 1106, 1111, 1148, 1201</p>	<p>b. Predictable term guest professional employees:</p> <ul style="list-style-type: none"><li>• Called in to substitute for at least twenty (20) consecutive school days for the same absent employee.</li><li>• No contract; receives letter of employment from the Director of Personnel.</li><li>• No tenure accrued or granted.</li><li>• Seniority shall be provided only within the terms of the collective bargaining agreement.</li><li>• Paid monthly; salary will be determined on the basis of years of experience and educational credits.</li><li>• Accrues service credit for salary increases.</li><li>• Receives insurances and pro-rata leave benefits.</li><li>• Is evaluated once per semester.</li></ul> <p>7. Non-predictable term guest professional employees will be paid for:</p> <ol style="list-style-type: none"><li>a. A whole day at the prescribed rate.</li><li>b. For any part of a day.</li><li>c. The pay will be received on the last working day of the month for work performed in the period covering the 16th of the prior month through the 15th of the month in which the pay is received.</li><li>d. Guest professional employees working twenty (20) or more consecutive days for the same absent professional employee will be paid the per diem rate according to the contract between the Association and the Board.</li></ol>
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PA Statute  
23 Pa. C.S.A.  
6301 et seq

PA Code  
Title 22  
Sec. 49.81 et seq