

**10A NCAC 09 .3014 NC PRE-K SUBSTITUTE STAFF**

(a) When a member of the NC Pre-K teaching staff is unable to work, due to illness, other health related conditions, disability, death or natural or man-made disasters, a substitute staff person shall be provided to maintain the staff-to-child ratio as specified in Rule .3009 of this Section and shall be able to implement the curriculum and formative assessments in accordance with Rules .3007 and .3008 of this Section. Substitute staff shall be at least 18 years of age and meet the following minimum qualifications:

- (1) When teachers are absent from the Pre-K classroom for 15 or fewer days, substitute staff shall meet one of the following:
  - (A) Nonpublic Schools (Private Child Care/Pre-K Settings): Substitutes in private settings shall have a high school diploma or a GED, and completed one course in early childhood education or child development, such as the North Carolina Early Childhood Credential; or
  - (B) Public School Settings: Substitutes shall meet the requirements of the substitute policy consistent with the local education agency (LEA).
- (2) when teachers are absent from the Pre-K classroom for 16 or more attendance days, substitute staff hold an Associate Degree in birth-through-kindergarten, child development, early childhood education or an early childhood education related field.

(b) Substitutes for teacher assistants shall be at least 18 years of age and have a high school diploma or a GED.

(c) Substitute staff shall not exceed 12 weeks without approval from the Division of Child Development and Early Education NC Pre-K Unit. Upon written request of the NC Pre-K Contract Administrator, the Division may grant an extension of the 12-week vacancy. The request shall include why an extension beyond 12 weeks is needed and a timeline for employing a permanent teacher or assistant teacher. In determining whether to approve substitute staff to work beyond 12 weeks, the Division shall consider the following:

- (1) the number of children and families who may lose services if the classroom is not approved for the extension;
- (2) the effect upon children and families if children are relocated to another Pre-K site;
- (3) documentation of the Pre-K program's efforts to secure a permanent teacher for the vacancy;
- (4) availability of funding sources other than Pre-K funds to support affected children;
- (5) reasons for the vacancy, including:
  - (A) maternity leave;
  - (B) death, disability, or illness; and
  - (C) natural or man-made disasters.

*History Note: Authority G.S. 110-85; 110-88; S.L. 2011-145, s. 10.7(a);  
Eff. November 1, 2012;  
Readopted Eff. October 1, 2017.*