



<p><i>Subject: Long-term Hires of Non-Credentialed Substitute Teachers or School nurses and the Minor Assignment of Educators by a Senior Educational Official</i></p> <p><i>Date Issued: December 11, 2024</i></p>	<p><i>Legal Reference: Ed. 503.01</i></p>
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This Technical Advisory communicates the adoption of Ed 503.01 by the State Board of Education on November 14, 2024 and clarifies the rule regarding the long-term hiring of non-credentialed substitute teachers in the same position and the assignment of educators to teach in content areas outside of the scope of their endorsement.

The State Board of Education recently approved Ed 503.01 which clarifies the ability of a district to hire unlicensed individuals and to employ educators for positions that fall outside the content area of the educator’s license.

Ed 503.01(b) sets out the applicable guidelines for school districts employing non-credentialed substitute teachers for more than 20 days in the same position.

- A substitute teacher or school nurse without a state-issued educator credential can be employed for up to 20 consecutive days in the same role.
- After 20 consecutive days, the individual must hold NH State Board of Education issued credential or a one-year certificate of eligibility.

Ed 503.01 does not permit a district to hire a substitute teacher for 20 consecutive days in the same role, reassign another substitute teacher to that educator role, and then reassign the same substitute teacher to the original long-term position. After 20 consecutive days, the individual must hold a credential or have obtained a one-year certificate of eligibility in order for a superintendent to continue to assign the individual to the same role.

Additionally, Ed 503.01(d) allows a senior education official to employ an individual to teach in a subject area for which they do not hold a valid board-issued endorsement, provided that the total instructional time outside of their endorsement area is less than 50% of their weekly teaching and administrative responsibilities. The administrative rules, however, specify that only educators who hold a current and valid teacher endorsement or valid administrator endorsement may be given a minor assignment in a teaching role. The only exception is that no teacher or

administrator may be employed in a special education role or an English for speakers of other languages (ESOL) education role without holding the respective endorsement on their license.

For Questions related to this Technical Advisory, please contact:

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