



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN
Unit 5072 APO AP 96328-5072

SOP #11

PACIFIC

July 12, 2005

MEMORANDUM TO ALL ADMINISTRATORS

SUBJECT: Substitute Qualifications for Substitute Teachers

Currently, the Japan District requires that all substitute teachers possess a minimum of two years college experience prior to selection for employment in all elementary, middle and high schools. This requirement may be adjusted each year depending upon the needs of the school. This may be completed by submitting a written request to the District Superintendent stating reasons for a change.

The minimum requirement will never be less than a high school diploma.

//original signed//
Bruce Derr
Superintendent, Japan