

**Administrative Procedures for Policy #6315 (Personnel) of the Board of Education  
Regarding Substitute Teacher Notification and Assignment**

I. Definitions

- A. Substitute Teacher - an eligible person who facilitates the sequence of planned activities for students in the absence of the regular classroom teacher and/or assistant as appropriate
- B. Aesop – the centralized substitute teacher notification and assignment system

II. Process

- A. Every effort will be made to provide a sufficient number of substitute teachers to meet the needs of Calvert County Public Schools.
- B. The Director of Human Resources or designee will implement and administer a centralized substitute notification and assignment system. The following guidelines are to be followed in its implementation.

III. Guidelines

A. Responsibilities of the Classroom Teacher

- 1. Notify principal prior to workplace absence, with the exception of absence due to illness where accrued sick leave is used
- 2. Enter absences due to illness and charged to accrued sick leave directly in Aesop
- 3. Enter absences charged to accrued personal leave in Aesop with prior approval by the principal or designee
- 4. When entering the absence data in Aesop for accrued sick or personal leave, include date of absence, reason for absence, time frame for absence, and whether a substitute is required for that specific absence
- 5. Log absences in Aesop by 5:30 a.m., 6:30 a.m., or 7:30 a.m. for Tier 1, 2, and 3 schools, respectively
- 6. Select preferred substitute teacher list for personal classroom (optional). This does not exclude other substitutes from accepting remaining posted vacancies.

B. Responsibilities of the Principal or designee

- 1. Enter absence data in Aesop for all classroom teacher absences other than absences charged to accrued sick and personal leave
- 2. Review the Aesop “Daily Report” for employee absences and substitute teacher assignments

3. Orient the substitute teacher on instructional plans for the day and any procedures unique to the school
4. Reconcile employee absences and substitute teacher assignments in Aesop by the close of business each day
5. When an anticipated long-term (ten days or more) absence is necessary, consult with the Director of Human Resources or designee to secure a substitute teacher to serve in a consistent substitute teacher role for the duration of the classroom teacher's absence
6. Select preferred substitute teacher list for school (optional). This does not exclude other substitutes from accepting remaining posted vacancies.

C. Responsibilities of the Director of Human Resources or designee

1. Coordinate and conduct the hiring process for substitute teachers
2. Maintain all substitute teacher data in Aesop and make modifications as needed
3. Maintain an official list of substitute teachers in Aesop
4. Communicate with schools to ensure substitute teacher staffing needs are met for long-term and emergency classroom teacher absences
5. Process bi-weekly payroll records for substitute teachers and submit to the Finance Department
6. Compile substitute teacher utilization reports as needed
7. Survey substitute teachers each year to determine which substitutes wish to remain on active status
8. Investigate and resolve complaints and/or concerns about substitute teachers
9. Review substitute teacher employment database annually and purge non-active substitute employees
10. Maintain a current substitute staff handbook resource for substitute teachers

D. Responsibilities of the Substitute Teacher

1. Satisfy substitute teacher requirements pursuant to CCPS Administrative Procedures 6030.2 Regarding Hiring: Substitute Instructional Personnel
2. Utilize Aesop to select preferred schools, review classroom teacher absences and secure available substitute teacher assignments
3. File a renewal request with the Human Resources Department each year to maintain active status

E. Preferred Substitute Listings

1. Principals may identify substitute teachers who are familiar with the school and/or provide special skills or knowledge to support the instructional program in the absence of the regular classroom teacher.

2. Individual classroom teachers may identify substitute teachers who are familiar with their classroom and/or provide special skills or knowledge to support the instructional program in their absence.
3. Substitute teachers do not have to be on the preferred substitute listing to be eligible to fill an absence.