

Substitutes

All substitutes for teachers and paraprofessionals must meet the state criteria and local Board policy.

The building principal must secure a certified teacher as a substitute for any teacher who will be absent for more than 30 days. If this is not done, the parents of the teacher's students must be given written notification that their children are being taught by a non-certified person. This must be done no later than the 30th school day after the substitute is placed in the assignment.

Qualifications

Prospective substitute teachers shall have earned 30 semester hours from an accredited college or university. Substitutes holding formal teacher certification are preferred.

Application for substitute teaching shall be made only through the Human Resources Department. Attendance at an annual substitute orientation program is required prior to assignment unless waived by the Assistant Superintendent of Human Resources.

Para-Professional Absences

A substitute can be employed to fill the absence of a para-professional employee. Exceptions to this regulation may be made by the appropriate assistant superintendent, superintendent or designee.

Reporting and Staffing Absences

An automated substitute locator system is in use by the District. Employees are to report all absences through the system. The substitute locator system should be used to assign eligible substitutes to vacancies whenever possible. If other procedures are used to fill an absence, the site or campus involved is responsible for entering the appropriate information into the substitute locator database.

Rates of Pay

Rates of pay will be posted in the Compensation Handbook.

Up to 4.5 hours is considered a half day and receives one-half the stated rate. More than 4.5 hours is considered a full day. Preparation and/or in-service days shall be paid if attendance is required.