

**GBRJ Substitute Teaching**

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Qualified substitute teachers shall be secured for the district.

The superintendent or the superintendent's designee may meet with potential substitutes before the start of each school year.

The principals shall compile a list of available substitute teachers, and each principal shall have a current list.

Principals or other designated employees shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The board shall establish the rate of pay for substitute teachers annually.

Candidates will be given information regarding expectations in performance of their job.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

Approved: 3/95; 11/95; 8/01; 9/06; 8/08; 9/20, 6/22

