

Substitute Employment

The following procedures *shall will* be in effect:

- A. Substitutes *shall will* be contacted from the main office.
- B. Staff members who are ill and unable to be present for duty in the morning *shall will* call the substitute secretary between prior to 6:30 a.m.
- C. Staff members who feel ill and do not expect to be able to teach the next day may call before 10 p.m. the preceding day instead of the next morning.
- D. The principal *shall will* make an accurate and prompt report of all substitute services to the business office. The principal *shall will* also rate the substitute teacher on the proper form and return it to the substitute secretary.
- E. The principal business office *shall will* be responsible for keeping the record of days taught by the substitute and *shall will* notify the district office when the 21st day of substituting shall begin.
- ~~F. The superintendent's office *shall will* notify the substitute secretary in the event leave has been granted to a teacher, indicating the beginning and termination dates.~~

In the performance of their duties, substitutes *shall will* be expected to:

- A. Have the same responsibilities and work day as regular staff members.
- B. Attend staff meetings unless excused by the principal.
- C. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal *shall will* review the lesson plans of the absent teacher when advance planning is possible. When not, the absent teacher *shall will* have made provisions for the substitute in the daily plan book.
- D. On completing an assignment, prepare a definite statement of the work accomplished in each subject, specifying pages covered in various textbooks. New assignments should be noted in the teacher's assignment book or upon a card inserted in the desk copy of the text. All papers should be graded, records made and preparations for the next day completed.
- E. Maintain the "housekeeping" arrangements of the regular teacher.
- F. Administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior problem.
- G. Complete building reports, including:
 - 1. Attendance reports
 - 2. Student progress, report cards and warning slips after conferring with the principal.
 - 3. Communications to parents with the approval of the principal.
- H. Report to the principal's office before leaving the building in the evening to see if services are needed on the following day.

Date: 04.98; 07.11; 08.11