Substitute Employment

The following procedures will be in effect:

A. Substitute teachers will be contacted from the main office.

B. Teachers who are ill and unable to be present for duty in the morning will call the substitute secretary between _____ a.m. and _____ a.m.

C. Teachers who feel ill and do not expect to be able to teach the next day may call before ____ p.m. the preceding day instead of the next morning.

D. The principal will make an accurate and prompt report of all substitute services to the business office. The principal will also rate the substitute teacher on the proper form and return it to the substitute secretary.

E. Principals will be responsible for keeping the record of days taught by the substitute and will notify the district office when the 21st day of substituting shall begin.

F. The superintendent's office 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, substitute teachers will be expected to:

A. Have the same responsibilities and work day as regular teachers.

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 will review the lesson plans of the absent teacher when advance planning is possible. When not, the absent teacher 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.

Substitutes for classified staff shall be contacted in the following manner:

A. Food Services - The food service department will attempt to fill this temporary assignment by contacting one or more qualified individuals from the appropriate list.

B. Transportation - The transportation department is authorized to fill this temporary assignment from a list of qualified drivers.

C. Maintenance - Unless a state of urgency exists maintenance positions will not be filled by a substitute.

D. Operations - The principal is authorized to employ a substitute custodian from the approved list.

E. Secretary - The principal is authorized to employ a substitute secretary from the approved list when the position is vital to the operation of the unit e.g., one-secretary school, attendance secretary, etc.

F. Teacher and Library Aide - The principal is authorized to employ a substitute when the role of the aide is critical to the operation of the unit e.g., playground aide, library aide.

The substitute for a classified staff member should report to the office of the unit administrator at the end of the day to determine if service, on the following day will be needed.