

Regulation

PERSONNEL

6102.1

SUBSTITUTE TEACHER INSTRUCTIONAL PLANS

I. Regular Teacher Responsibilities

- A. In order to aid the substitute teacher in doing the assigned job as well as possible, it is necessary for the regular teacher to plan each day as though a substitute were going to take over. A notice of absence should be given as far in advance as possible.
- B. Teachers should leave the following in the event of absence:
 - 1. Lesson plans for the day
 - 2. Desk copies of texts, workbooks, manuals, etc.
 - 3. Class lists
 - 4. Seating charts
- C. Such materials shall be left either at a teacher's desk or in the building office by the start of the school day. In an emergency, a phone call to the office in order to get such essential plans to the substitute should be made as soon as possible.

II. Substitute Teacher Responsibilities

- A. Substitute Teachers are to carry out the plans of the teacher(s) for whom they are substituting.
- B. Regular classroom work is to be checked by the substitute teacher, if so requested.
- C. The substitute teacher(s) will be responsible for leaving information with lesson plans for work that has been accomplished.
- D. The substitute teacher should note any discipline or other type(s) of problem(s) for the teacher's consideration.

III. Substitute Teachers' Stipends

Rates will be established by the Board of Education at the annual Re-Organizational Meeting.

Waterville Central School District

Approved by the Superintendent: 01/26/16, 12/01/20

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