

Cle Elum-Roslyn School District No. 404

Board Policy

Personnel

5610P

Substitute Employment

The following procedures shall be in effect:

- A. Substitute teachers shall be contacted from the individual buildings.
- B. Teachers who are ill and unable to be present for duty in the morning shall call the Aesop system as soon as possible, but no later than 6:30 AM.
- C. Teachers who feel ill and do not expect to be able to teach the next day should access Aesop immediately.
- D. Principals shall be responsible for keeping the record of days taught by the substitute and shall submit prior monthly reports by the 5th of each month.

In the performance of their duties, substitute teachers shall 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 shall review the lesson plans of the absent teacher when advance planning is possible. When not, the absent teacher shall 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 to sign in.

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 - Same as Transportation
- D. Secretary –The principal may employ a substitute secretary when the position is vital to the operation of the unit e.g., one-secretary school.
- E. Teacher and Library Aide –The principal may employ a substitute when the role of the aide is critical to the operation of the unit.

The substitute for a classified staff member should report to the office of the building administrator to sign required paperwork.

Revised: 06/28/2010