

Substitute Employment

The following procedures will be in effect:

1. Substitute teachers will be contacted from the automated substitute system (Frontline).
2. Teachers who are ill and unable to be present for duty in the morning will enter their absence into Frontline prior to 6 AM; otherwise, will contact the building secretary as soon as possible.
3. Teachers who feel ill and do not expect to be able to teach the next day may enter their absence into Frontline immediately.
4. Personal Leave days need to be entered into Frontline and have administrator approval before a substitute can accept the absence.

In the performance of their duties, substitute teachers will be expected to:

1. Check in at the building office to pick up keys for the building and classroom, lesson plans, attendance sheets, etc. for the day.
2. Have the same responsibilities and work day as regular teachers.
3. Attend staff meetings unless excused by the principal.
4. 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.
5. 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.
6. Maintain the "housekeeping" arrangements of the regular teacher.
7. The principal should be contacted in the case of a serious behavior problem.
8. Complete building reports, including:
 - a. Attendance reports
 - b. Student progress, report cards and warning slips after conferring with the principal.
 - c. Communications to parents with the approval of the principal.

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Personnel

9. Return keys and any other pertinent information to the district office prior to leaving for the day.

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

1. Food Services - The food service department will attempt to fill this temporary assignment by contacting one or more qualified individuals from the appropriate list. The food service director will contact the district office to let them know of absences in their department and who the substitutes will be.
2. Transportation - The transportation department is authorized to fill this temporary assignment from a list of qualified drivers.
3. Maintenance - Unless a state of urgency exists maintenance positions will not be filled by a substitute.
4. Operations - The facility director or principal is authorized to employ a substitute custodian from the approved list.
5. Secretary - Support staff will either contact individual's or enter their absence into Frontline for individuals to accept the absence. If there are certain individuals that need to work in certain areas, employees may contact that individual and then let the district secretary know who the substitute will be so she can enter the absence and the assigned individual into the automated substitute system.

The substitute for a classified staff member should report to the office at the beginning and end of the day.