

Substitute Employment

The following procedures shall be in effect:

1. All substitute teachers, K-12, shall be contacted from the main office or through the substitute online system;
2. An answering service is in operation twenty-four (24) hours a day, including weekends. Anyone needing a substitute or reporting back after being absent is required to use this answering service or substitute online, preferably before 6:45 a.m.;
3. The principal shall make an accurate and prompt report of all substitute services to the business office;
4. No two (2) teachers shall be under contract for the same position at any time; and
5. The Personnel Office will keep the record of days taught by the substitute.

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

1. Have the same responsibilities and work day as regular teachers;
2. Attend staff meetings unless excused by the principal;
3. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal may 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;
4. General building operational procedures will be provided by the building principal;
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. Administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior program;
8. Complete building reports, including:
 - a. Attendance reports;
 - b. Student progress, report cards and warning slips after conferring with the principal; and
 - c. Communications to parents with the approval of the principal;
9. Report to the principal's office before leaving the building in the evening to see if services are needed on the following day; and
10. Be familiar with the district's substitute handbook, which provides a reference to answer most questions concerning substitute teachers.

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

1. Transportation - The transportation department is authorized to fill this temporary assignment from a list of qualified drivers;
2. Maintenance - Unless a state of urgency exists, maintenance positions will not be filled by a

substitute. If required, the maintenance department will fill a temporary assignment from an approved list;

3. Operations - The principal is authorized to employ a substitute custodian. Contact will be made from the maintenance department;
4. Secretary - The principal is authorized to employ a substitute secretary when the position is vital to the operation of the unit, e.g., one-secretary school, attendance secretary, etc. Contact will be made from the district office; and
5. Teacher and Library Paraeducator - The principal is authorized to employ a substitute when the role of the paraeducator is critical to the operation of the unit, e.g., playground paraeducator, library paraeducator. Contact will be made by the district office.

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.