

### **Substitute Employment**

The following procedures shall be in effect:

- A. Substitute teachers shall be contacted by the SubstituteOnline System or by the individual building office.
- B. Teachers who are unable to be present for duty shall enter their absence in the SubstituteOnline System before 5:00 AM. Teachers may call the SubstituteOnline System to report an absence in advance.
- C. Principals shall be responsible for keeping the record of days taught by the substitute and shall notify the district office when the 21st day of substituting shall begin.
- D. The superintendent's office shall notify the principal in the event leave has been granted to a teacher, indicating the beginning and termination dates.

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

- A. Have the same responsibilities and work day as regular teachers.
- B. Follow the lesson plans prepared by the absent teacher and/or comply with the instructions from the principal.
- C. On completing an assignment, the substitute shall prepare a written statement of the work accomplished in each subject, specifying pages covered in various textbooks. New assignments should also be noted. All papers should be graded, recorded and preparations for the next day completed.
- D. Maintain the "housekeeping" arrangements of the regular teacher.
- E. The substitute shall contact the principal immediately concerning any serious behavior problems in the classroom.
- F. Report to the school office before leaving the building at the end of the work 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 substitute 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 Maintenance Supervisor is authorized to employ a substitute custodian from the approved substitute list.
- E. Secretary - The principal is authorized to employ a substitute secretary from the approved substitute list when the program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner.
- F. Educational Assistants - The principal is authorized to employ a substitute when the program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner.

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