

## Substitute Employment

The following procedures will be in effect:

~~—Substitute teachers, K-12, will be contacted by from the automated substitute placement system or the school office. building principals or through the personnel~~

~~A. office.~~

~~A.~~

B. Teachers who are ill and unable to be present for duty in the morning will access the automated substitute placement system at least 90 minutes prior to the beginning of their shift.

~~call the building~~

~~—principal before 7:00 a. m.~~

~~A.~~

Teachers who feel ill and do not expect to be able to teach the next day may input their absence into the automated substitute placement system as soon as they determine they will be absent rather than waiting for the morning of the absence. call before 9:00 p.m.

~~—the preceding day instead of the next morning.~~

C.

D. The principal will review the online absence report in the automated substitute placement system to verify the accuracy of the report.

~~The building principal will make an accurate and prompt report of all substitute services to the business office.~~

~~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.~~

~~The superintendent's office shall notify the building secretary in the event leave has been granted to a teacher, indicating the beginning and termination dates.~~

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

~~The responsibilities of the substitute are as follows:~~

1.A. ~~Substitutes will have~~ Have the same responsibilities and work-day as regular teachers.

2B. ~~Substitutes shall a~~ Attend staff meetings unless excused by the principal.

~~3C.~~ ~~Substitute teachers will~~ Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal ~~shall~~ will 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, on the automated substitute placement system, or emergency substitute plans maintained in the school office.

~~4.~~ ~~Follow the general building operational procedures provided by the building principal.~~

~~5D.~~ 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.

~~6E.~~ Maintain the "housekeeping" arrangements of the regular teacher, and complete assignment with all books, supplies and equipment in order.

~~7.~~ ~~Administer no Corporal-corporal punishment to a child. should not be administered to a child.~~ The principal should be contacted in the case of a serious behavior problem. ~~case of a serious behavior problem.~~

~~F.~~

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~~8.~~ ~~The substitute should learn how to make the regular statistical reports. The following are especially important:~~ Complete building reports, including:

~~F.~~

~~(a)~~ ~~Attendance Reports: Substitute teachers should become acquainted with the method of reporting attendance in the building.~~

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2. Student progress, report cards and referral slips after conferring with the principal.

3. Communications to parents with the approval of the principal.

**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 - Unless a state of urgency exists maintenance positions will not be filled by a substitute.

D. Operations - The principal is authorized to employ a substitute custodian from the approved list.

E. Secretary - The principal is authorized to employ a substitute secretary from the approved list when the position is vital to the operation of the unit e.g., one-secretary school, attendance secretary, etc.

F. Teacher and Library Aide - The principal is authorized to employ a substitute when the role of the aide is critical to the operation of the unit e.g., playground aide, library aide.

~~(b) ——— Student Progress, Report Cards and Warning Slips: Substitute teachers should confer with the principal before compiling and sending out these reports.~~

~~(c) ——— Communications to Parents: All communications to parents should be approved by the principal.~~

~~9. ——— The substitute for a classified staff member should report to the principal's office of the unit administrator at the end of the day to determine if service, on the following day will be needed. before leaving the building in the evening to see if his/her services are needed on the following day.~~

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