



SUBSTITUTE EMPLOYMENT

The following procedures shall be in effect:

1. **Substitute Certificated Staff**

- A. Substitute teachers shall be contacted by the substitute coordinator.
- B. Teachers who are ill and unable to be present for duty shall call the substitute coordinator.
- C. The substitute coordinator shall be responsible for keeping the record of days taught by the substitute.
- D. The superintendent's office shall notify the substitute coordinator 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. Read and become familiar with the *Certificated Substitute Handbook* that is provided to all substitute teachers.
- B. Arrive promptly to the assignment, report directly to the school office, and sign in with the secretary.
- C. Follow the regular plans and program of the day as closely as possible. The substitute should be aware of notations in the daily bulletin, supervision schedules, play areas, and so forth.
- D. Take responsibility for grading papers, keeping records, making appropriate assignments, and taking over the special duties of the absent teacher. If the assignment is for more than one day and lesson plans do not extend, take responsibility for instructional planning.
- E. Attend meetings and assume all other extra duties required by the principal when assigned to a school for more than a short-term period.
- F. Handle discipline cases as much as possible as set forth in the teachers' handbook for the individual schools. However, all unusual behavior problems should be taken to the principal or assistant principal and should not be handled by the substitute.
- G. Refer unusual requests from parents and students to the principal or assistant principal. This includes requests for early dismissal or exclusion from a particular activity.
- H. Exercise good public relations.

- I. Before leaving the school, the substitute teacher shall:
 1. Leave a brief written account of all activities for the regular classroom teacher to include all assignments made, work covered, any unusual problem, names of absentees, tardy pupils, discipline problems, outstanding work, money collected and so forth.
 2. Correct all papers or workbook pages given to the student that day unless specifically directed not to complete this task.
 3. Leave the room in a neat and orderly condition, and return materials, equipment or books.
 4. Report back to the office, return room keys and any other substitute materials, and sign an “Absence from Work” form.

2. **Substitute Classified Staff:**

Substitutes for classified staff shall be contacted in the manner directed by the building principal and in consultation with department directors.