

PERSONNEL

Substitute Employment

Substitute teachers, K-12, will be put on the substitute list by the superintendent or designee when all employment forms are completed.

1. Teachers who are ill and unable to be present for duty in the morning will call the substitute clerk at least one hour prior to the start of their work day.
2. Teachers who are absent on a given day are expected to communicate their plans for the following day to their building principal no later than the end of the student day.
3. The building principal will make an accurate report of all substitute services to the business office. The teacher will rate the substitute teachers on the form provided and return to the principal.
4. Principals or designees shall be responsible for keeping the record of days taught by the substitute and shall notify the district office when the twenty-first day of substituting shall begin.
5. No two teachers shall be under contract for the same position at any time.
6. The superintendent or designee will notify the principal in the event leave has been granted to a teacher, indicating the beginning and termination dates. The principal will make necessary arrangements for a substitute.
7. The responsibilities of the substitute are as follows:
 - a. Substitutes will have the same responsibilities and work day as regular teachers.
 - b. Substitutes shall attend staff meetings unless excused by the building principal.
 - c. The absent teacher shall have made provisions for a substitute teacher in the daily plan book. Substitute teachers shall follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. A substitute folder will be provided and should contain the following, where applicable:
 - (1) List of students who have special needs or serious medical problems such as epilepsy or diabetes
 - (2) Daily class schedule
 - (3) Special programs and students who attend, including the times
 - (4) Lists of all groups
 - (5) Duty roster with an explanation of duties, boundaries, etc.
 - (6) Current seating chart
 - (7) Staff list

- (8) Fire drill procedures
 - (9) Locations of special materials needed for the day
 - (10) Name of a fellow teacher whom the substitute can ask for help
 - (11) Names of 3-4 students who are reliable and knowledgeable about assignments, procedures, etc.
 - (12) Lunch and dismissal procedures
 - (13) An explanation of any special management system
- d. General building operational procedures will be provided by the building principal.
- e. On completing an assignment, a definite statement of work done in each subject, specifying pages covered in various textbooks, should be left. 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.
- f. The "housekeeping" arrangements of the regular teacher should be continued and the assignment should be completed with all books, supplies and equipment in order.
- g. Corporal punishment must not be administered to a child. Contact the principal or designee in case of serious behavior problems for appropriate resolution.
- h. The substitute should learn how to make the regular statistical reports. The following are especially important:
- (1) Attendance Reporting: Substitute teachers should become acquainted with the method of reporting attendance in the building.
 - (2) Student Progress Report Cards and Warning Slips: Substitute teachers should confer with the principal before compiling and sending out these reports.
 - (3) Communications to Parents or Guardians: All communications to parents or guardians should be approved by the principal.
- i. The substitute should report to the principal's office before leaving the building in the evening to see if his or her services are needed on the following day.