

Procedure Substitute Employment

The following procedures will be in effect:

- A. Substitute teachers will be contacted from the main offices at each school;
- B. Teachers who are ill and unable to be present for duty in the morning will call the secretary between 7:00 a.m. and 8:00 a.m.;
- C. Teachers who feel ill and do not expect to be able to teach the next day may call before 8:00 p.m. the preceding day instead of the next morning;
- D. The substitute will notify the HR office when they are getting close to their 21st day of substituting; and
- E. The HR office will notify the school 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:

- A. Have the same responsibilities and work day as regular teachers;
- B. Attend staff meetings unless excused by the principal;
- C. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal will review the lesson plans of the absent teacher when advance planning is possible. When not, the absent teacher will have made provisions for the substitute in the daily plan book;
- D. 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;
- E. Maintain the "housekeeping" arrangements of the regular teacher;
- F. Administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior problem;
- G. Complete building reports, including:
 - 1. Attendance reports;
 - 2. Student progress, report cards and warning slips after conferring with the principal; and
 - 3. Communications to parents with the approval of the principal; and
- H. Report to the principal's office before leaving the building in the evening to see if services are needed on the following day.

Substitutes for classified staff will 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, etc.
- F. **Teacher and Library Assistant** - 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.

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.

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