

PERSONNEL: CERTIFICATED

Substitute Employee

A substitute employee shall be a person fully qualified to work in the schools and who is employed for short periods of time in the absence of the certificated employee. Whenever possible, substitutes employed for middle school and special education classes shall be fully qualified to instruct in the particular subject/special education area.

Upon reporting for an assignment, the substitute employee will be provided with orientation information relating to substitute responsibilities and school procedures.

Substitute employees will not participate in the health and welfare plans or other fringe benefits of the District.

Retired employees may be employed as substitutes without jeopardizing their retirement salary, within the limits prescribed by law.

Employee Responsibility Regarding Substitutes

It is the responsibility of the employee to prepare for a substitute in such a way that learning continues while the substitute is present. The effectiveness of a substitute's performance depends partly on the organization of the classroom being such as to make it possible to carry on the class in a nearly normal manner. It is the responsibility of the regular employee to leave, where they can readily be found; complete lesson plans, attendance procedures, seating chart, a listing of children with special responsibilities or with special activities outside the classroom when applicable, and other pertinent information.

Substitute Responsibilities

It is the responsibility of the substitute employee to: (1) handle all regular assignments, (2) request assistance in matters of discipline when necessary, (3) handle all school records and information professionally and with care, (4) handle all materials and supplies carefully, (5) leave the room in readiness for the next day, and (6) prepare a report on the day's events and accomplishments, work to be completed, special assignments, etc.

Policy (Substitute Teacher) Adopted: July 24, 1975

Revised Policy Adopted: July 28, 1983