

SUBSTITUTE TEACHERS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised September, 1979	Substitute Teachers

When it is necessary for a teacher to have a substitute, the teacher should call the principal of the school concerned as soon as it is known that a substitute is needed. The principal will notify the Substitute Clerk of the need for a substitute teacher as soon as he/she is aware the regular teacher is going to be absent indicating the school, grade level or subject area and any other pertinent information. The Substitute Clerk will assign an appropriate substitute for the teacher who has been reported absent. The Substitute Clerk will accept requests for substitute teachers from authorized personnel only.

If a teacher wishes a substitute to discontinue teaching before the time originally requested, the principal should be notified before 3:00 p.m. the evening before the teacher plans to return so that the substitute teacher may be notified.

Upon reporting to the building, the substitute teacher shall report to the principal, or his/her designee, who will orient the substitute teacher to the day's assignment by going over the duty roster, special daily bulletins and lesson plans. The principal, or his/her designee, should do all he/she can to make the substitute teacher's day in the building a profitable learning experience for the students.

The employment of substitute teachers is to be reported by the principal on the regular monthly payroll.