

## **Substitute Teachers**

### **I. Administration Policy**

The substitute teacher policy shall be administered in accordance with the following guidelines:

#### Guidelines

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1. A prospective substitute teacher must file an application with the School for review by a qualified staff member. The interviewer shall determine the candidate's qualifications for substitute service. An interview may be conducted.

2. Every effort will be made to seek the most qualified person to substitute. Those with a degree and certification shall be given first consideration.

3. The substitute teacher shall report to the school principal, or his/her designee, who shall review carefully all lesson plan material, and, as far as possible, follow the teacher's instructions. At the end of the day, a report shall be left for the regular teacher.

4. The Director, or his/her designee, shall prepare orientation materials, welcome all substitutes, aid them in finding teacher plans, and orient them to the school schedule, procedures, and policies.

5. The Director, or his/her designee will be responsible to facilitate the completion and submission of the substitute teacher paperwork to the Business Manager for Payroll Processing.

6. If a substitute teacher renders unsatisfactory service for a school, the principal shall so indicate on the Substitute Teacher Evaluation Form. Such substitutes shall not work for the school in the future.

7. Teacher requests made in advance for a particular substitute will be honored whenever possible.

8. When advance notice is given for absences of more than one day, the same substitute will be assigned for the duration of the absence whenever possible.