PART TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The Superintendent of Schools shall maintain a list of qualified substitute teachers to replace regular teachers when they are absent. Such a list shall be prepared for each building administrator and shall be updated at least monthly during the school year.

Insofar as is practical, the building administrator shall call teachers on the substitute list for the area specified on the list. A substitute teacher should not be employed if the name does not appear on the substitute list; however in the event such an instance occurs, the substitute teacher shall immediately complete an application for substitute work to be filed and approved by the Superintendent of Schools.

Principals shall be responsible to monitor the work of substitute teachers in order to maintain an effective and planned program of instruction. Teachers shall prepare appropriate lessons for substitutes in the event of absence and the principal is responsible to assist the substitute teacher in familiarizing themselves with the lessons and with the routine of the school.

Substitutes are to be paid at the substitute rate determined by the school board, unless they remain more than ten (10) consecutive school days at which time they are to be placed on their appropriate step of a salary guideline and salary prorated by the number of days worked after the 10th day.
Anticipating the needs of a substitute teacher is important. Classes should be maintained reasonably close to the instruction as would be carried on by the permanent teacher.

A professional staff member shall have prepared in advance a plan for the substitute teacher to maintain as nearly as possible the instructional program. They shall keep in an accessible place the instructional plan, an outline of classroom routine, the location of materials, a roster of students for each period of the school day, and a listing of extra duty assignments.

Other professional staff members shall advise their immediate supervisors and the supervisor shall determine if an acceptable substitute can be arranged for the period of absence. In the event of a long term absence, the Superintendent of Schools shall be consulted.