

ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES

Each principal or his/ her designee will keep a list of substitute teachers as furnished by the central office, and will arrange for their work as necessary.

Responsibilities of the Classroom Teacher

The regular teacher is responsible for organizing his or her classroom in such a way that a substitute may carry out all class activities normally during the teacher's absence. The following must be kept readily available at the teacher's desk.

1. a complete lesson plan, kept at least three days ahead;
2. A daily schedule of duties other than teaching (i.e., corridor duty, study hall supervision, etc.)
3. A current, accurate seating plan;
4. A current list of class leaders or students who can provide information regarding fire drills, location of supplies, and general procedures;
5. A current list of students for whom special accommodations are necessary

Payment of Substitutes

Principals shall be responsible for sending substitute time reports to the central office weekly.

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Effective date: November 6, 1995

SANFORD SCHOOL DEPARTMENT