

## **Substitute Employment**

The following procedures will be in effect:

- A. Substitute teachers will be contacted from the main offices.
- B. Teachers who are ill and unable to be present for duty in the morning will call the substitute secretary as soon as possible.
- C. Teachers who feel ill and do not expect to be able to teach the next day shall call the preceding day instead of the next morning.
- D. The principal will make an accurate and prompt report of all substitute services to the business office.
- E. The superintendent's office will notify the building secretary in the event leave has been granted to a teacher, indicating the beginning and termination dates.

### **In the performance of their duties, substitute teachers will be expected to:**

- A. Have the same responsibilities and work day as regular teachers.
- B. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The absent teacher will make provisions for the substitute in the daily plan book.
- C. On completing an assignment, a detailed note explaining the day will be left for the classroom teacher.
- D. Maintain the "housekeeping" arrangements of the regular teacher.
- E. Administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior problem.
- F. Complete building reports, including:
  - 1. Attendance reports
  - 2. Student progress, report cards and warning slips after conferring with the principal.
  - 3. Communications to parents with the approval of the principal.
- G. Report to the principal's office before leaving the building in the evening to see if services are needed on the following day.

### **Substitutes for classified staff shall be contacted in the following manner:**

- H. Food Services - The food service department will attempt to fill this temporary assignment by contacting one or more qualified individuals from the appropriate list.
- I. Transportation - The transportation department is authorized to fill this temporary assignment from a list of qualified drivers.
- J. The principal or designee, is authorized to fill temporary assignments from an appropriate list.

- K. Operations – The principal or designee is authorized to employ a substitute custodian from the approved list.
- L. Secretary - The principal or designee is authorized to employ a substitute secretary from the approved list when the position is vital to the operation of the unit e.g., one-secretary school, attendance secretary, etc.
- M. Teacher and Library Aide - The principal or designee is authorized to employ a substitute when the role of the aide is critical to the operation of the unit e.g., playground aide, library aide.

The substitute for a classified staff member should report to the office of the unit administrator at the end of the day to determine if service, on the following day will be needed.

KETTLE FALLS SCHOOL DISTRICT NO. 212  
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