

Substitute Employment Procedure 5610P

The following procedures will be in effect:

- A. Substitute teachers will be contacted through substitute on line, from the main office or the substitute secretary.
- B. Teachers who are ill and unable to be present for duty in the morning will call the substitute secretary.
- C. Teachers who feel ill and do not expect to be able to teach the next day will submit their absence through substitute on line the preceding day.
- D. The Human Resource department will be responsible for keeping the record of days taught by the substitute.
- E. The Human Resource department will notify the substitute 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. Attend staff meetings unless excused by the principal.
- C. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal will review the lesson plans of the absent teacher when advance planning is possible. When not, the absent teacher will have made provisions for the substitute in the daily plan book.
- D. Are responsible to perform acts related to health care plans, 504 plans, or IEPs in effect for the students. The principal will refer the substitute to the appropriate professional for guidance and to assure competence.
- E. Complete a written report to the regular teacher at the end of the substitute teaching assignment.
- F. Maintain the “housekeeping” arrangements of the regular teacher.
- G. Administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior problem.
- H. 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.

- I. At the end of the teaching assignment, report to the principal's office before leaving the building to see if services are needed on the following day.

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

- A. Food Services - The food service department will attempt to fill this temporary assignment by contacting one or more qualified individuals from the appropriate list.
- B. Transportation - The transportation department is authorized to fill this temporary assignment from a list of qualified drivers.
- C. Maintenance - Unless a state of urgency exists maintenance positions will not be filled by a substitute.
- D. Operations - The maintenance supervisor is authorized to employ a substitute custodian from the approved list.
- E. Secretary - The principal 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.
- F. Teacher and Library Aide - The principal 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.

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