

**PERSONNEL**

**5700**

Substitutes

The Board authorizes the use of substitutes as necessary to replace certified and non-certified staff who are temporarily absent. When certified and non-certified staff are unable to appear for their assigned duties, an appropriate substitute will be placed. Substitutes will be hired from an approved list compiled by the superintendent or his designee.

Arrangements for substitutes will occur when certified and non-certified staff notify their assigned substitute caller. Notification should be made as soon as possible or it will be extremely difficult to find a suitable substitute.

Substitutes will report directly to the office of the building to which they are assigned. The Automated Substitute Calling System will notify substitutes of open assignments and provide instructions for the day for accepted assignments. Teachers will prepare lesson plans for the substitute to follow. At the end of the day the substitute will prepare a summary of the days activities for the teacher to include work completed, notices sent home and general discipline. Substitutes will also be requested to record feedback in the Automated Substitute Calling System.

Substitutes will be paid at a rate determined by the district.

Policies developed for the conduct of the assignment by the district apply to the substitute and they are expected to be familiar with them. Policies will be discussed with substitutes at the time of hire.

Cross Reference:      5110                      Criminal History / Background Checks

Policy History:

Adopted on:      03/25/2008

Revised on:      03/27/2012