

ARRANGEMENTS FOR SUBSTITUTES

The securing of substitute teachers shall be the responsibility of the principal. The Human Resources Division Office will provide names of acceptable substitutes who have been screened and trained. The principal or his/her designee shall select and contact substitutes and make arrangements for obtaining their services.

The principal will report substitutions by name, address, social security number, degree status and length of time of substitution to the Human Resources Division of the Central Office. For pay purposes, this information must be accurate.

The responsibilities of regular and substitute teachers are as follows:

1. The regular teacher is expected to provide the substitute teacher with an outline of work to be accomplished.
2. A substitute teacher shall assume all duty assignments of the regular teacher for the day(s) he/she teaches.

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Note: For policies relating to salaries of substitute teachers, see Policy File: GBA.