

Substitute Teachers

When it is necessary to be absent from an assignment for any reason, the building principal must be notified at the earliest possible time (at least one hour) or sooner. In case of illness or emergency requiring absence, the principal must be notified by 7:00 A.M. Failure to give such notice shall make the teacher subject to forfeiture of one-half day pay. Teacher absences for field trips, inter-scholastic events or professional meetings are scheduled well in advance to provide ample opportunity for planning classroom instructional activities and for obtaining a substitute teacher.

The regular teacher shall:

1. provide lesson plans covering the time the substitute will be assigned;
2. provide textbooks and other necessary materials for the lessons or activities to be covered;
3. provide written directions for the substitute which will enable the program to be conducted;
4. provide a current daily class schedule and seating chart, if appropriate;
5. provide written procedures for room management including fire drills.

Substitute teachers are expected to perform the work assigned to them in a competent and professional manner. Excepting only a late call, the substitute teacher should plan to arrive at the school at least 30 minutes prior to the beginning of classes to review the assignment and the planned instruction. The substitute should perform all the duties normally expected of the regular teacher, except as these are modified by the principal. A report of activities and accomplishments should be left for the teacher before leaving the school upon completion of the assignment.

Substitute teacher pay is based on a formula set by the legislature and changes each year. The amount to be paid a substitute teacher will be determined on a pro-rata basis for the time assigned, if less than a full teaching day. After teaching ten (10) consecutive days in place of a regular teacher, the substitute teacher shall be paid at the daily rate set by the state formula. No fringe benefits shall be paid for such services.

Principals will prepare monthly substitute payroll reports and submit them to the business office on the date requested.

Substitute teachers shall, in every case, be paid by the school District and not by an individual teacher.