

Mapleton School District 32

Code: **GCEA**
Adopted: 7/12/01
Readopted: 12/18/13
Orig. Code(s): GCEA

Substitute Teachers

Substitute teachers will be assigned by the principal to fill a temporary vacancy caused by absence of a regular teacher. The assignment will be made from an approved list of properly licensed and otherwise qualified teachers. Substitute teachers will be made aware of school rules and regulations necessary in carrying out assignments.

Substitute teachers will be paid an amount commensurate with the duties performed. Pay will not be less than the minimum required by law.

Teachers who find they are unable to be present to discharge their assigned duties should notify the principal as soon as possible. Arrangements can then be made for a substitute. The principal should always be notified. If the principal is unavailable, then the superintendent should be notified. Written teaching instructions should be available for substitutes, who should, in turn, leave a written report of their activities with the principal.

Substitutes shall be called by the building principal/designee.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.420](#)

[ORS 342.610](#)

[ORS 342.815](#)

[OAR 584-020-0000](#) to -0045