

Part-Time and Substitute Professional Staff Employment
(Substitute Teachers)

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. The district will follow applicable state regulations in the selection and employment of substitute teachers.

Principals will require procedures of all teachers to assure that the work of substitutes is as effective as possible. Teachers out on extended leaves will prepare guidelines for their substitutes whenever possible.

Every effort will be made to appoint a certified teacher, qualified to replace the teacher for long term substituting, except in emergencies.

Approved: February 5, 2015