

ADMINISTRATIVE REGULATION GCG-R

PERSONNEL - SUBSTITUTE TEACHERS

1:0 DEFINITIONS

1:1 **SUBSTITUTE TEACHER** - An individual who, upon appointment by the Superintendent or his designee, is utilized on a temporary basis to assume the duties of a classroom teacher or a teaching specialist.

1:2 **PERMANENT SUBSTITUTE** - A substitute teacher who is employed in the same position continuously for sixty (60) or more school days in one (1) school year.

1:3 **DAYS** - For the purpose of this regulation, "days" refers to school days.

2:0 APPOINTMENT AND TERMINATION

2:1 All substitute teachers shall be appointed by the Superintendent or his designee.

2:2 All substitute teachers shall be terminated or not re-appointed by action of the Superintendent or his designee upon the recommendation of the Principal under the following conditions:

2:2.1 by voluntary resignation in writing;

2:2.2 by being repeatedly unavailable for assignments;

2:2.3 by request of a principal with the agreement of the Superintendent or his designee for incapacity, inefficiency, insubordination, or other sufficient reason. It shall not require a show cause procedure for non-renewal or non-reappointment unless a substitute gains the privileges of Chapter 71, Section 42, by being continuously employed in a single position for more than ninety (90) days but less than a school year for a defined and pre-contracted period of time.

2:3 Appointment of substitute teachers to positions which are expected to last thirty (30) days or longer shall be approved by the Superintendent of Schools upon the recommendation of the Principals.

2:4 All applications for employment as a substitute shall be subject to a CORI review.

3:0 ASSIGNMENT

- 3:1 Substitute teachers for all levels will be called and assigned to schools by the Office of the Superintendent of Schools. If a teacher is to be out a second consecutive day, he/she will call the Principal by 2:00 p.m. of the day of first absence and notify him/her. The Principal will then engage the substitute for the following day. If the substitute is unavailable on the following day, the Principal will notify the Administrative Center.
- 3:2 The following procedures and protocol will ensure the most effective employment of substitute teachers within the system.
- 3:2.1 All substitute applicants shall be required to fulfill all CORI requirements. Once the CORI is cleared the Administration Office updates the "Substitute Checklist" and sends notification to the substitute coordinator and appropriate departments.
- 3:2.2 The substitute coordinator processes a letter to be signed by the Superintendent (Notice of Appointment-Substitute)
- 3:2.3 Once every two weeks and /or upon request the substitute coordinator shall provide the Superintendent of Schools and/or his assigned designee with a copy of the "Substitute Checklist" showing evidence that every individual on the checklist was called to substitute.
- 3:2.4 Each and every appointed substitute will participate in a "Substitute Teacher Workshop." These workshops will be conducted in August and January of each school year by the assistant principals. Appointments made between those sessions shall meet individually with the assistant principals regarding an orientation to the Substitute Teacher Handbook.
- 3:2.5 Conferences that are scheduled in advance will be immediately booked in advance. This information will also be shared with the superintendent of schools once every two weeks. A conference attendance report is provided via e-mail and shall be the documentation needed to fulfill this expectation. All approved conference requests shall be recorded in the "Master Workbook.
- 3:2.6 The needs of the building principal will be communicated to the substitute coordinator. Those needs will be serviced in a timely and respectful manner. On a daily basis the list of substitutes will be thorough. Complete names will be spelled correctly.

- 3:3 When the substitute coordinator receives a call or a prior approval slip from a staff member advising her that they will be absent, she will do the following:
- 3:3.1 Record in the “Master Workbook” under the appropriate date, the staff member whom is absent, reason for their absence, the school they are housed and the time absent. (ie. 1.0 or 0.5) The purpose of this is to have another source in the event that the staff member disputes an absence.
 - 3:3.2 Begin calling for a substitute using the “Substitute Checklist” making sure that all appropriate fields have been completed.
 - 3:3.3 Log into X2 and enter the absence for each staff member, ensuring that all fields have been filled in and that the appropriate substitute has been assigned. This information shall be recorded no later than 7:00 a.m. for the High School level, 7:15 a.m. for the Middle School level and 7:30 a.m. for the Elementary Level.
 - 3:3.4 Payroll and Accounts Payable will receive the “Substitute Checklist” as changes occur. Each building principal will appoint an individual who will be responsible for logging into X2 to obtain their “daily staff attendance report”.
- 4:0 SALARIES AND WAGES
- 4:1 Substitute teachers will be paid \$65.00 per day for Uncertified Substitutes, and \$75.00 per day for Certified Substitutes. Substitute teachers for Educational Support Personnel (Paraprofessional) will be paid \$55.00 per day.
- 4:1.1 Educational Support Personnel (Aides), when used as substitutes, shall be paid in accordance with Unit C, Collective Bargaining Agreement, Article VII, Section E.3.
 - 4:1.2 Tutors, under Title 1, shall not be used as substitutes except in extreme emergency and with advance approval of the Title I Director. When approved, tutors will receive the usual daily substitute rate or their usual Title 1 pay rate, whichever is greater, with payment to be applied to appropriated funds rather than Title 1.
- 4.2 Payment for continuous service in the same classroom assignment will be made after thirty (30) days at the rate of \$75.00 per day for Uncertified Substitutes, and \$85.00 per day for Certified Substitutes. (No retroactive payment will be made.) For the purposes of this section, continuous service is deemed to be without any days of absence.

4.3 Starting on the 60th day of continuous service in the same classroom assignment, Certified Substitutes only will have acquired permanent substitute status and will be placed on the appropriate degree lane; Superintendent to determine step. For the purpose of this section, continuous service is deemed to allow one day of absence for illness or legal business. Documentation will be provided for legal day.

5:0 PROFESSIONAL RESPONSIBILITY

5:1 Substitute teachers will assume all job responsibilities assigned including the following:

5:1.1 The substitute teacher is hired for the full day.

5:1.2 Minimum Work Day - Fifteen (15) minutes before the start of school and twenty (20) minutes after pupil dismissal or until dismissed by the Principal.

5:1.3 Substitute teachers will correct all papers assigned during the course of the day.

5:1.4 Substitute teachers will leave a note for the regular teacher relating what work was covered for the day.

5:1.5 Substitute teachers will clear with the building Principal before leaving for the day.

ADOPTED: January 25, 1979

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Nov. 2, 1983

Sept. 17, 1986

January 21, 1987

February 18, 1987

October 12, 1988

August 14, 1996

December 9, 1998

October 25, 2000

February 14, 2001

March 27, 2001

March 22, 2006

August 23, 2006

September 12, 2007

September 26, 2007