



Section: G: Personnel
Title: Substitute Teaching
Number: GBRJ
Status: Active
Adopted: 1/16/1996
Revised: 8/2/2016; 07/19/2022

Qualified substitute teachers shall be secured for the district.

The superintendent or the superintendent's designee may meet with potential substitutes before the start of each school year.

The ~~superintendent~~ principals shall compile a list of available substitute teachers, and each principal shall have a current list copy.

~~The superintendent shall be responsible for developing a substitute's handbook.~~

The board shall establish the rate of pay for substitute teachers each July.

Candidates will be given information regarding expectations in performance of their job duties ~~receive a substitute's handbook, an explanation of the substitute program, application forms, and necessary tax forms and other records to be completed.~~

~~The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of the board's educational philosophy (see IA), suggestions for working with students, a statement of expectations the district has for substitutes, a list of tasks the substitute must complete before~~

~~leaving for the day and a sample report form for reporting incidents that may take place during the day.~~

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

~~Principals shall report to the superintendent regarding the performance of substitutes.~~