

Title: Substitute Teachers

Effective Date: 4/10/18

References:

Utah Administrative Rule R277-508, Employment of Substitute Teachers

Purpose

This policy is intended to implement a procedure in the event that a teacher may experience a planned or unplanned absence, which will require the use of a substitute teacher. The guidelines set forth in this policy are done so as an effort to limit disruption to the daily routine of the school.

Policy

The substitute teacher policy shall be administered in accordance with the following guidelines:

Guidelines

1. A prospective substitute teacher must file an application with IEA for review by the Director. The Director may conduct an interview to determine the candidate's qualifications for substitute service.
2. Every effort will be made to seek the most qualified person to substitute. Those candidates with a degree and certification shall be given first consideration.
3. Upon gaining approval to act as a substitute teacher for IEA, candidates must complete a background check and be cleared prior to any employment assignments.
4. The substitute teacher shall report to the Director, or his/her designee, who shall carefully review all lesson plan material and as far as possible, follow the teacher's instructions. At the end of the day, a report shall be left for the regular teacher.
5. The Director or his/her designee shall prepare orientation materials as a resource for substitute teachers and provide appropriate training as necessary, including the school schedule, policies, and procedures.
6. The Director or his/her designee shall be responsible to facilitate the completion and submission of the substitute teacher paperwork to the Business Director for payroll processing.
7. In the event of an absence, the employee is responsible to work with the designated IEA substitute teacher coordinator to arrange his/her own substitute from a pool of approved substitutes.
8. Teacher requests made in advance for a particular substitute will be honored whenever possible.
9. When advance notice is given for absences of more than one day, the same substitute will be assigned for the duration of the absence whenever possible.
10. When advance notice is given, the employee shall provide the substitute with adequate materials and guidelines as to limit disruption to the daily routine of the school.
11. In the event that a substitute is required with no advance notice, all teachers are required to file an Emergency Lesson Plan in the main office with the designated substitute teacher coordinator.
12. If a substitute teacher renders unsatisfactory service for a school, the Director shall so indicate on the Substitute Teacher Evaluation Form and such substitutes shall not work for IEA in the future.

13. The employee must inform the school administration immediately upon securing a substitute. Failure to notify school administration of a substitute employee and employee leave can result in disciplinary action.

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