

Substitute Employment**Certificated Substitutes**

The following procedures shall be in effect:

- A. All arrangements for substitutes will be made by the Personnel Office.
- B. When an employee will be absent from work for any reason (whether or not a substitute is needed), the principal or the employee shall notify the Personnel Office prior to the absence.
- C. Substitute teachers will be paid at the established daily rate. Substitutes working three and three-quarters (3-3/4) hours or less will be paid at one-half (1/2) the established daily rate.
- D. After twenty (20) consecutive days in the same assignment, the substitute teacher will be paid at the same daily rate as he/she would receive under regular contract at the appropriate place on the salary schedule for the duration of that particular assignment, and become a member of the Aberdeen Education Association.
- E. The Business Office shall be responsible for keeping the record of days taught by the substitute and shall notify the Personnel Office when the 21st day of substituting shall begin.
- F. Long-term substitute teachers will accumulate sick leave at the rate of one (1) day for each eighteen (18) days taught, starting with the first day covered by the regular salary schedule rate.
- G. The Superintendent's Office will notify the substitute coordinator in the event leave has been granted to a teacher, indicating the beginning and termination dates.

In the performance of their duties, substitute teachers will be expected to:

- A. Have the same responsibilities and workday as regular teachers.
- B. Attend staff meetings unless excused by the principal.
- C. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal may review the lesson plans of the absent teacher when advance planning is possible. When not, the absent teacher shall have made provisions for the substitute in the daily plan book.
- D. Perform acts related to health care plans, 504 plans, or IEPs in effect for the students. Contact the principal for any questions. The principal will refer the substitute to the appropriate professional for guidance and to assure competence.

- E. On completing an assignment, prepare a definite statement of the work accomplished in each subject, specifying pages covered in various textbooks. New assignments should be noted in the teacher's assignment book or upon a card inserted in the desk copy of the text. All papers should be graded, (unless otherwise specified by the regular teacher) records made and preparations for the next day completed.
- F. Maintain the "housekeeping" arrangements of the regular teacher.
- G. Administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior problem.
- H. Complete building reports, which may include:
 - 1. Attendance reports
 - 2. Student progress, report cards and warning slips after conferring with the principal.
 - 3. Communications to parents with the approval of the principal.
- I. Report to the principal's office before leaving the building at the end of the day to see if services are needed on the following day.

Classified Substitutes

All arrangements for classified substitutes will be made by the Personnel Office.

- A. When an employee will be absent from work for any reason (whether or not a substitute is needed), the principal or the employee shall notify the Personnel Office prior to the absence.
- B. Classified substitutes will be paid at the established hourly rate for their job classification.
- C. Classified substitutes and student help will not receive fringe benefits such as vacation, insurance, sick leave, etc.
- D. In the event of the need for a substitute for an extended period of time or other extenuating circumstances, modifications will be made to fit the particular needs as determined by the Superintendent.

Substitutes for a classified staff should report to the office of the building administrator at the beginning of the day for a schedule of duties.

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