SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: Substitutes for Certificated Employees NUMBER: 5700  
 NEW: April 1985

REVISED: January 2012

1. Persons interested in placement on the district substitute list will be considered by the following procedures:
   1. Application process complete and on file at the district office.
   2. Interview completed with at least two district principals. Principals will acertain that candidates have acceptable responses to the following questions:
      1. Educational history
      2. Prior experience teaching or working with youth
      3. Area of expertise/major/minor
      4. Availability
      5. Grade level experience
      6. Other issues that may arise during the interview
   3. Recommendation on file at district office from at least two principals.
   4. Orientation at district office completed.
   5. Background check including fingerprints completed and on file at the District Office.
2. Substitutes employed as teachers shall be paid a daily salary as accepted by the board.
3. Substitutes may be called for no less than half day duty.
4. Substitutes, who are certificated with the state, should be called before non-certificated substitutes unless special circumstances are in effect.
5. Substitute teachers should perform all duties and conform to all rules established by the school and classroom teacher, including following the teacher's written plan, delivering instruction/assignments, reporting absences, straightening the room, and leaving a report of the day's activities for the regular teacher.  Services of the substitute should meet or exceed the requirements as set by the principal, supervisor, and/or superintendent.
6. Substitute teachers should be aware of all activities taking place in the classroom and immediately report to school administration any which may be deemed beyond the reglar scope of their jurisdiction. This includes issues of:
   1. discipline which may continue beyond their classroom.
   2. harrassment including those of a sexual nature.
   3. presentations by students or outside parties which seem beyond those accepted by the community.
   4. any other situation deemed to be beyond the scope of their influence or authority.
7. Substitute teachers who are hired for more than ten consecutive days for the same regular teacher shall, beginning on the eleventh day and each consecutive day thereafter, receive long-term substitute pay.
8. Non-certificated substitute teachers (those without a current certificate on file in the office of School District No. 322) shall not be employed for more than 20 consecutive days without approval from the district office.