

PROFESSIONAL PERSONNEL

Substitute Teachers

Substitute teachers are secured by the principal of the school where the substitute is needed. Teachers are requested to notify principals as far in advance as possible when they expect to be absent.

Teachers are not to arrange for or pay substitutes.

People who wish to serve as substitute teachers should submit an application to the superintendent's office. A list of available substitutes will be given to each school periodically. The applicant must state if they hold a license or not.

The school board sets substitute pay annually.

Principals report monthly to the director of finance the names of the substitutes, the teachers for whom taught, the days of the month worked, and whether the substitute is degreed or non-degreed.

Adopted: February 14, 1995
