

## **PART-TIME SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

The Board of Trustees believes that the role of the substitute teacher is highly important for maintaining continuity in teaching and learning. A process for selecting and assigning all substitute teachers and for evaluating their performance will be established by the professional staff under the direction of the Superintendent.

Whenever possible, the substitute teacher will possess knowledge in the area of assignment and has demonstrated successes in teaching. When a substitute is not available, regular classroom teachers may be asked to substitute during their planning periods per salary agreement.

The Superintendent shall provide a complete list of all qualified substitutes to those administrators given responsibility of selecting substitutes.

Substitute teachers will not participate in the health and retirement plans or other fringe benefits of the school system.

Adopted: 04/08/85  
Revised: 09/09/96  
Revised: 03/09/98  
Revised: 12/13/10