

REGIONAL SCHOOL UNIT NO. 18

File: GCG

ARRANGEMENT FOR PROFESSIONAL STAFF SUBSTITUTES

It will be the responsibility of the principal or his/her designee to assign a substitute to fill any vacancy caused by the temporary absence of a regular staff member. The substitute teacher shall be selected from a list of approved substitutes furnished by the superintendent's office. Substitute teachers, certified and non-certified, shall be paid at the established Unit rates.

In the filling of these vacancies, an effort shall be made to secure substitutes who have full certification, and at the least, training or experience at the level or in the subject specialization of the teacher who is absent. Recognizing that qualified substitutes are difficult at times to find, the administration is directed to find the most qualified substitute available. Only fully certificated substitutes shall be assigned to classes whose regular teachers are on long-term leaves of absence.

Principals shall attempt to maintain as much continuity as possible by engaging one, and only one, substitute for the full period of absence of one teacher, and by calling back a substitute to serve in a classroom in which he/she has already performed successfully during the same term.

Long-term substitute teachers (substitute personnel hired to fill the position of an employee absent on an extended leave) shall be entitled to the privileges and benefits afforded regular professional employees, with the exception that the term of employment shall ordinarily cease at the scheduled termination of the regular teacher's leave.

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