

## REGIONAL SCHOOL UNIT NO. 18

**File: GCGB-R**

### **ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES**

#### Scheduling

Each principal will keep a list of substitute teachers as furnished by the Central Office, and will arrange for their work as necessary.

#### Responsibilities of the Classroom Teacher

The regular teacher is responsible for organizing his or her classroom in such a way that a substitute may carry out all class activities normally during the teacher's absence. The following must be kept readily available at the teacher's desk:

1. a complete lesson plan, kept at least three days ahead;
2. a daily schedule of duties other than teaching (i.e. corridor duty, study hall supervision, etc.);
3. a current, accurate seating plan; and
4. a current list of class leaders or students who can provide information regarding fire drills, location of supplies, and general procedures.

#### Payment of Substitutes

Principals shall be responsible for sending substitute time reports to the Business Office at least one week before each payday.

Date of Adoption: July 15, 2009