

Procedure - Substitute Employment

The following procedures will be in effect:

- A. The school secretary will be responsible for keeping the record of days taught by the substitute; and

In the performance of their duties, substitute teachers will be expected to:

- A. Have the same responsibilities and work day as regular teachers;
- B. Attend staff meetings unless excused by the principal;
- C. Follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal will review the lesson plans of the absent teacher when advance planning is possible. When not, the absent teacher will have made provisions for the substitute in the daily plan book;
- D. On completing an assignment, prepare a definite statement of the work accomplished in each subject, specifying pages covered in various textbooks. New assignments should be noted in the teacher's assignment book or upon a card inserted in the desk copy of the text. All papers should be graded, records made and preparations for the next day completed;
- E. Maintain the "housekeeping" arrangements of the regular teacher;
- F. Administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior problem;
- G. Complete building reports, including:
 - 1. Attendance reports;
 - 2. Student progress, report cards and warning slips after conferring with the principal; and
 - 3. Communications to parents with the approval of the principal; and
- H. Report to the school secretary's office before leaving the building in the evening to see if services are needed on the following day.

Adoption Date: 08.11
Skamania School District
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