

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

Code **GCG-R** Issued **12/01**

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The center must follow these procedures when it is necessary to obtain a substitute teacher.

- If a teacher is absent from school, he/she will notify the director before 9:00 p.m., if possible, of the expected absence the next day.
- A teacher may notify the director by 7:00 a.m. on the day of absence. If a teacher knows he/she will be out several days, he/she should notify the director of the number of days he/she expects to be out as far in advance as possible.
- The teacher must make the attendance record book and the class record book, along with lesson plans and any additional teaching aids, available for the substitute teacher.
- The director will secure all substitute teachers. Teachers will not make such arrangements unless prior approval is given by the director.

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