

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Code **GCG** Issued **12/01**

Purpose: To establish the basic structure of the employment of part-time and substitute professional employees.

Substitute teachers serve in the absence of regular teachers. To as great an extent as possible, substitute teachers should possess the training and experience to insure that students will receive uninterrupted instruction when the regular teacher has to be absent.

Periodically the office will send to the schools a list from which a principal may employ substitute teachers. Only the director or his/her designee may employ substitute teachers. The following minimum qualifications are required in order for an applicant to be submitted for approval and listed by the office.

- Although a certified teacher is preferred, a high school diploma or a GED will meet the minimum educational requirements.
- Statements from reliable references which attest to the acceptability of the candidate's character and dependability.
- A willingness to be available for substitute work and to respond on short notice.
- Attendance at a training session for substitutes.

The director has the responsibility for evaluating the effectiveness of each substitute teacher.

Adopted 3/18/85; Revised 12/18/01