

SUBSTITUTES	<p>All substitutes for teachers and paraprofessionals must meet the state criteria and local Board policy.</p> <p>The building principal must secure a certified teacher as a substitute for any teacher who will be absent for more than 30 days. If this is not done, the parents of the teacher's students must be given written notification that their children are being taught by a non-certified person. This must be done no later than the 30th school day after the substitute is placed in the assignment.</p>
QUALIFICATIONS	<p>Prospective substitute teachers shall have earned a bachelor's degree from an accredited college or university. Substitutes holding formal teacher certification are preferred. Persons having at least 60 hours toward a degree and having been accepted into a teacher preparation program may be considered for employment.</p> <p>Application for substitute teaching shall be made only through the Human Resources Department. Attendance at an annual substitute orientation program is required prior to assignment unless waived by the Director of Human Resources.</p>
PARA- PROFESSIONAL ABSENCES	<p>A substitute is not normally employed to fill the absence of a para-professional employee unless that position provides direct service to students. Exceptions to this policy may be made by the appropriate assistant superintendent, associate superintendent, or designee.</p>
REPORTING AND STAFFING ABSENCES	<p>An automated substitute locator system is in use by the District. Employees are to report all absences through the system. The substitute locator system should be used to assign eligible substitutes to vacancies whenever possible. If other procedures are used to fill an absence, the site or campus involved is responsible for entering the appropriate information into the substitute locator database.</p>

RATES OF PAY

Rates of pay will be posted in the Compensation Handbook.

Up to four hours is considered a half day and receives one-half the state rate. More than four hours is considered a full day. Preparation and/or in-service days shall be paid if attendance is required.