

EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes its responsibility to procure the services of substitute support staff to maintain the operation of the schools.

The names of non-instructional potential substitute personnel and the positions in which they may substitute shall be maintained in the business office. Instructional potential substitute personnel and the positions in which they may substitute shall be maintained in the Superintendent's office. Substitutes shall be placed on the substitute list after a successful background check, and after all hiring procedures have been met.

Cross Reference - 3120.04

Adopted: 6/18/01
Revised: 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us