administrative guidelines

LONG-TERM SUBSTITUTE PROCEDURES

Long-term substitute support staff are a vital component of our school district to help our students achieve success. Therefore, it is critical for the continued academic, social, and emotional success of our students that the following procedures be followed in securing long-term substitutes:

A.   All substitute support staff employment paperwork must be completed with the District Office.

B.   A long-term support staff substitute is a person who substitutes in the same position for ten (10) consecutive work days.

C.   The principal or supervisor in need of a long-term substitute will present a written recommendation to the superintendent outlining the criteria used for the recommendation. Examples of criteria the principal/supervisor may use include past successful experience in the district as a regular or substitute support staff; reference checks; an updated background check; personal interview; use of the SRI perceiver and/or positive attitude survey; comprehensive review of the personnel folder; proven instructional success; positive responses from teachers on the "substitute feedback sheets".

D.   If the recommendation is approved by the superintendent, the principal/supervisor and substitute caller will receive a written approval from the superintendent.

E.   The substitute caller and/or the principal informs the long-term substitute support staff, and the principal/supervisor arranges the schedule.

F.   During the first three weeks, the principal/supervisor will perform a formal classroom observation.

G.   At any time, the principal/supervisor may remove the long-term substitute and place him/her back on the regular substitute list.

H.   Completely removing a substitute support staff from the regular list shall be the responsibility of the Superintendent based on input from principals and/or supervisors.

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