

## **7.70 – FACULTY SERVING AS SUBSTITUTE TEACHERS**

During occasions when the substitute teacher provider and the administration have *exhausted all possibilities* for securing a substitute teacher, current teaching faculty may serve as substitutes. This is not a desirable practice and this process will be utilized by principals *only as a last resort* with approval from the central office administration.

### **Process:**

#### Elementary Schools:

1. Instructional aides, other than Special Education Paraprofessionals, will be utilized to substitute before teachers are considered to take another teachers class.
2. Principals will solicit teachers to volunteer to serve as substitutes in each grade level.
3. A roster of all teachers volunteering to substitute will be developed for each grade level. A rotation will be developed to ensure all teachers who volunteer have an opportunity to substitute as needed.

#### Secondary Schools:

1. Instructional aides, other than Special Education Paraprofessionals, will be utilized to substitute before teachers are considered to take another teachers class.
2. Principals will solicit teachers to volunteer to serve as substitutes during their preparation period.
3. A roster of all teachers volunteering to substitute will be developed for each class period. A rotation will be developed to ensure that all teachers who volunteer have an opportunity to substitute as needed.

### **Compensation:**

When teachers are chosen by principals as substitute teachers from the volunteer pool to cover an entire class other than their own, the teacher shall be paid .0005 of the annual teacher base salary for the major portion of each hour, rounded to the nearest half hour, they serve as a substitute. Principals will approve and forward timesheets to the Director of Personnel and payment will occur during the next payroll period.

Date Adopted: 02/13/06

Last Revised: