

G-36 SUBSTITUTE TEACHERS

The Superintendent or designee will maintain a current list of approved substitute teachers for use by local administrators in the case of the absence of a regular teacher. It will be the responsibility of the Principal and the regular teacher to insure that the substitute teacher has the necessary instructions and materials to teach effectively including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures. The substitute teacher will provide the regular teacher with a brief report of the day's activities. Substitute teachers will be paid at the rate set by the Board.

In certain cases as determined by the Superintendent, the Assistant Superintendent for Instruction, and the Principal, a substitute teacher will be employed as an "Extended Substitute" to maintain the instructional program in a classroom for an extended period of time and under circumstances where the regular substitute would not be adequate. Such a circumstance would exist when the length of absence of the regular teacher can be predetermined to be more than five (5) school days with an expected duration of more than ten (10) days. An extended substitute is responsible for all planning, instruction, and reporting and will follow the same work schedule as contracted teachers. Extended substitutes must hold at least a bachelor's degree and will be paid 2.5 times the established daily rate of regular short-term substitute teachers.

ADOPTED: May 11, 2004

Revised: October 26, 2010

LEGAL REF: Code of Alabama 16-22-3, 16-22A-6