

## SUBSTITUTE TEACHERS POLICY

The following provisions relate to the recruitment, training and employment of substitute teachers.

1. Substitute teachers as a minimum must have
  - a) a high school diploma plus Effective Teacher Training, or
  - b) a college degree
2. All persons interested in substitute teaching must complete an application and submit it to a principal of a school. Selection of substitutes will be based on, but not limited to the following factors:
  - a. college education
  - b. prior teaching experience in a public school system including experience as a teacher assistant
  - c. ability to get along with staff, teachers and pupils
  - d. personal and employment references
  - e. demonstrated professional attitude
  - f. knowledge of subject matter to be covered, both from a practical experience standpoint as well as an academic standpoint
  - g. academic record
  - h. willingness to step in and perform on a short notice, including ability to follow lesson plans on short notice
  - i. ability to teach effectively on an extended basis, if the regular teacher is out for more than a short time
  - j. an interview and evaluation by a principal.
3. Upon recommendation of a principal, the applicant's name will be placed on a substitute list. Only substitutes from the principal approved list may be employed.
4. When a substitute teacher is needed, the principal of the school or his/her designee shall employ a person from the substitute list.
5. The principal is to use his/her best judgment in selecting substitute teachers. First preference will be given to those substitute teachers who have teaching license. Second preference will be given to those who have completed at least four years of college.
6. Third preference will be given to those who have college training. Last priority will include those who have only completed high school.
7. Substitute teachers must be employed for at least 2 hours. Preferably, a teacher's aide will be used if the amount of time is less than 4 hours.
8. During extended leave the substitute will assume all duties associated with the teacher position during the entire time of the leave.
9. When extended leave is planned, the substitute will be hired for one or more days prior to the teacher leaving his/her position.
10. When a teacher plans extended leave (greater than 10 days) the principal shall employ only licensed substitutes.

11. If a nonlicensed substitute is employed for a short-term leave which becomes long term, the substitute will be replaced with a licensed substitute as soon as possible.
12. In the event of an extended absence, the substitute teacher and the regular teacher shall (to the extent possible) communicate with each other in order to maintain continuity of instruction.

#### **SUBSTITUTE TEACHER ADMINISTRATIVE PROCEDURE**

1. A person interested in serving as a substitute teacher at Wasatch Peak Academy completes a substitute teacher application form which may be obtained from the school. If licensed, a copy of the Utah Teacher License must be attached to receive proper credit.
2. The applicant must be interviewed by the principal.
3. Substitute teachers are expected to complete an End-of-the-Day Report and leave it with the principal or his/her designee at the close of the school day.
4. Teachers are expected to submit to the principal comments which will assist in evaluating substitute teachers.

#### **Compensation for Substitute Teachers**

1. Substitute teachers will be compensated at the rates approved by the Wasatch Peak Academy Board of Directors.
2. Substitute teachers who hold active Utah Teaching License and are replacing teachers who are on extended leave will be paid at their certificated rate from the beginning of their employment in that position.
3. Substitute teachers who hold active Utah Teaching License and are replacing regular teachers who are absent on short-term leave that becomes extended in excess of 10 workdays will be paid at their certificated rate retroactive to the first day of employment even though substitute pay was issued for the first 10 days.
4. Licensed substitute teachers teaching in areas other than their area of Licensure will be paid the State Board of Education approved rate for licensed substitutes.
5. Substitute teachers whose Utah Teaching License has expired or is otherwise inactive will be paid at the non-certified rate.
6. Substitutes are not eligible for holiday or vacation pay.