

# P-5: Administrative Procedures

## Employment of Substitute Teachers



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### REFERENCES

[Board Policy P-5](#)

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### PROCEDURES FOR IMPLEMENTATION

#### I. Hiring and/or Emergency Coverage

- A. A prospective substitute teacher must complete an online application with the human resource services department ("HRS").
- B. In order to be placed on the approved list of substitutes, candidates must:
  - 1. Be 21 years of age or older.
  - 2. Have a minimum of 60 semester hours of college credit, or an Associate's Degree equivalent.
    - a. In an emergency, a person with less than 60 semester hours may substitute if the individual has had training or experience in an area that meets specific district, school, or student needs.
  - 3. Attend the New Employee Orientation session, and pass a criminal background check.
- C. The following qualifications determine the substitute's daily rate of pay:
  - 1. an individual with a teaching license;
  - 2. an individual with a college degree; or
  - 3. an individual with less than a college degree.
- D. The district will utilize the following hiring priorities when hiring substitute teachers:
  - 1. first priority shall be given to those who hold a valid license in the subject matter they will be teaching as a substitute;
  - 2. second priority will be given to individuals who have a valid license in a field commonly taught in public schools; and
  - 3. third priority will be given to persons with a college degree.
- E. The district will evaluate prospective substitute teachers to ensure that they are capable of managing a class and carrying out the instructional program.
- F. An individual seeking employment as a substitute teacher shall furnish evidence, as required by the district, that s/he is physically and mentally fit to work.
- G. A substitute teacher serving in the same teaching position for longer than eight weeks must hold an appropriate license or be replaced by a person with an appropriate license.
- H. A student teacher may substitute in classes consistent with the instructions and policies from the higher education institution which the student attends.
- I. In emergency situations when a substitute is not available, paraprofessionals and aids may substitute in classes.
- J. The district cannot employ any individual as a substitute teacher if his/her license has been revoked or is currently suspended by the Utah State Board of Education ("USBE") or the licensing entity of another jurisdiction.
  - 1. The District will obtain verification from USBE's Comprehensive Administration of Credentials for Teachers in Utah School ("CACTUS") electronic file that an applicant's license has not been revoked or suspended.

#### II. Placement and Principal Responsibilities

- A. Placement
  - 1. Assignment of substitute teachers is managed through the district's substitute teacher tracking software.
    - a. Substitutes will be instructed on how to use the tracking software, including:
      - i. how they will receive assignment notices; and
      - ii. how to log their hours.
  - 2. Teacher requests made in advance for a particular substitute will be honored whenever possible.
    - a. Teachers shall have appropriate lesson plans immediately available for use by substitute teachers.
  - 3. When advance notice is given for absences of more than one day, the same substitute will be assigned for the duration of the absence whenever possible.
    - a. The number of hours a substitute is able to work may be limited.
- B. Principal responsibilities
  - 1. The principal, or his or her designee, shall welcome all substitutes, aid them in finding teacher plans, and orient them to the school schedule and procedures. Principals should ensure that substitute teachers are given information on how to obtain translation/interpreter services, if needed.

2. The principal, or his/her designee, will be responsible to verify and reconcile substitute hours in the tracking software, or timesheets when applicable.
3. Except for situations involving prearranged absences, the principal, or his/her designee, must contact an HRS administrator upon being informed that a substitute teacher will be utilized for the same teacher/class for the third day in a row.
4. The principal shall report to a HRS administrator using the Substitute Teacher Report form, if a substitute teacher renders unsatisfactory service for a school. HRS shall determine if the substitute should remain on the approved substitute teacher list. The Substitute Teacher Report form shall also be used to note commendable performance.

### III. Performance

- A. The substitute shall carefully review all lesson plan material and follow the teacher's lesson plans. At the end of the day, the substitute shall leave a report for the regular teacher.
- B. Minimum standards for satisfactory performance as a substitute include but are not limited to:
  1. Classroom management
    - a. arrive punctually; and
    - b. arrange and direct routine classroom procedures with a minimum of disruption.
  2. Classroom communication
    - a. use language suitable for the ability, age, and grade of the students;
    - b. write legibly and coherently;
    - c. speak clearly and intelligibly; and
    - d. avoid use of vulgar, profane, or crude language.
  3. Personal conduct
    - a. develop behavior that promotes positive attitudes;
    - b. dress appropriately in a manner which reflects well on the teaching profession and the district;
    - c. respond promptly to sick and injured students, take appropriate action, and do not prescribe remedies for illnesses nor treatment; and
    - d. comply with:
      - i. Board Policy P-1: Ethical Standards and Codes of Conduct;
      - ii. Board Policy G-22: Tobacco and Drug Free District; and
      - iii. Board Policy P-4: Discipline of District Employees, Section I.
- C. On an annual basis HRS staff will send an evaluative survey to all principals for the express purpose of having the principals evaluate the performance of the substitute teachers in their building over the course of the prior school year.
  1. HRS will utilize the results of this survey in determining whether an individual is eligible to remain on the approved list of substitutes.