

RESPONSIBILITIES FOR USE OF SUBSTITUTE TEACHERS

PRINCIPALS SHALL BE RESPONSIBLE FOR ESTABLISHING PROCEDURES FOR OBTAINING, ASSIGNING AND UTILIZING SUBSTITUTE TEACHERS IN THE SCHOOLS. SUBSTITUTES SHALL BE ASSIGNED TO CLASSES OR COURSES IN ACCORDANCE WITH THEIR CERTIFICATION WHENEVER POSSIBLE.

AUTHORITY: F.S. 230.22 (1)(2)
POLICY ADOPTED: 4/8/76 ;11/3/77

POLICY AMENDED: 11/7/95

RULES

1. Each principal shall provide substitute teachers with the rules and regulations used in that school such as procedures for emergencies, school evacuation, classroom management and control of unruly students, and what to do in cases of illness or injury to students.
2. All substitute teachers shall be reported into the automated sub-finder system.
3. Evaluation is essential in order to maintain a roster of trained, effective substitute teachers. Principals or appropriate designee, therefore, shall evaluate substitute teachers whenever the substitute provides less than satisfactory performance. All evaluations shall be signed by the principals and the substitutes and be filed with Personnel Services. Where signatures of substitutes are not obtainable, certified copies shall be mailed to the substitutes.
4. Each substitute shall report each morning to the assigned school office to sign the substitute attendance record and obtain class information and special instructions.
5. Substitute teachers shall complete any forms required by the affected principal.
6. Each substitute shall assume the student supervision responsibilities of the regular teacher as indicated on the school's duty roster.
7. Substitutes shall be responsible for the accurate reporting of class and homeroom attendance in accordance with the procedures at the assigned school.
8. Classroom instruction by the substitute teacher shall proceed according to the plans left by the regular teacher. Emergency plans are to be provided by the Principal or Department Head.
9. Substitute teachers are expected to maintain good classroom control and management.
10. Substitute teachers may ask neighboring teachers for help or instructions if needed.

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