

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 CERTIFIED STAFF PERSONNEL

4
5 Series 400

6
7 Policy Title Substitute Teachers Code No. 401.50

8
9
10 HIRING

11
12 All substitutes are hired from an approved list compiled by the superintendent or
13 designee. Teachers do not notify, pay or dismiss substitutes.

14
15 DUTIES

16
17 All substitute teachers will report to the school principal immediately. The principal will
18 notify them of their assignments and provide detailed instruction.

19
20 Substitute teachers are expected to assume the same duties and extra assignments of
21 the regular teacher, unless specifically excused by the principal.

22
23 It is the regular teacher's responsibility to have lesson plans for the substitute teacher to
24 follow. The substitute teacher will continue to prepare advance lesson plans when the
25 absence is for an extended period of time.

26
27 The substitute teacher will check all daily work assigned to students. At the completion
28 of the day, the substitute will leave a note for the absent teacher describing essential
29 accomplishments including, but not limited to, work completed, notices sent home and
30 general discipline.

31
32 The hours of work of the substitute teacher are the same as those of the regular teacher.

33
34 The substitute teacher will be paid by the district, in accordance to an established
35 substitute teachers salary schedule.

36
37 DISCIPLINE

38
39 Substitutes will be expected to become familiar with and operate within the philosophy of
40 discipline established by the principal in the school of assignment. The following general
41 suggestions are offered:

- 42
43 1. Be firm, but friendly.
44
45 2. Don't make threats that cannot be enforced.
46
47 3. Do not strike a child in any manner, nor administer corporal punishment. Contact
48 a building administrator for help with disruptive students.
49
50 4. Administer discipline fairly. Avoid uses of sarcasm or ridicule.
51

52 5. The best way to avoid discipline problems is to be as prepared as possible and to
53 make the class interesting.

54

55 PUBLIC RELATIONS

56

57 As is true for the regular teacher, the substitute teacher plays an important role in
58 developing and maintaining a good relationship between home and school. In all
59 dealings with parents and students, substitutes are representing the school.

60

61 CARE OF CLASSROOM

62

63 Substitute teachers are responsible for re-establishing the physical arrangement of the
64 classroom at the end of each school day and assisting the janitor by picking up trash
65 from the floor, closing windows, and in general leaving a clean, neat classroom.

66

67 FIRE DRILLS

68

69 Substitute teachers should become familiar with building fire drill procedures, know
70 which exit and route the class is to take, and to what area of the school grounds the
71 class is to assemble. The grade book should be taken in order to call roll outdoors and
72 ensure that no students are left inside. Always wait for an "all clear" signal before
73 reentering the building.

74

75 SALARY COMPENSATION

76

77 The rate of pay for substitutes will be reviewed and established on an annual basis by
78 the board of trustees. Substitutes who work past the established 1/2 day will be paid at
79 the full day rate. This does not include lunchroom duty.

80

81 A certified substitute who replaces the same contracted teacher twenty consecutive days
82 or more is considered a long term substitute. In such cases the substitute will be paid at
83 the regular rate until a total of twenty days has been reached, after which point the long
84 term rate will be paid retroactively from the starting date. Every thirty days of
85 consecutive long term substituting, the substitute may have one day break in service
86 without it affecting the long term pay.

87

88 The rate of pay for a long term substitute will be established by the board of trustees on
89 an annual basis.

90

91 A non-certified substitute may not work over 20 days on the same assignment.

92

93

94

95 Date of Revision:

96 8/13/01

Legal Reference: Code of Idaho
