

## Substitute Teachers

### 1. Qualifications

- a. Personnel employed as substitute teachers must hold a valid Oregon teacher's license and have a copy on file in the human resources office.
- b. After an application has been completed, the application will be screened and references checked prior to the individual being placed on the master substitute list.
- c. Substitute teachers shall observe the rules and regulations governing regular teachers and any other guidelines established by the Board, superintendent or building principal.

### 2. Orientation

- a. An orientation program shall be established through which substitutes may be apprised of school programs, policies, practices and the expectations related to their respective roles, and of resources available for assistance in their work.

### 3. Evaluation

- a. Substitutes will be evaluated using the forms explained in the substitute teacher handbook.
- b. Substitute evaluation forms shall be forwarded to the department of human resources for reference.

### 4. Payment

- a. Substitutes will be paid at an hourly rate.
- b. The principal is responsible for turning in the appropriate time slips for substitutes working in that building.

### 5. Procedures for Obtaining Substitutes

- a. Department of human resources shall distribute by the first day of the school year a master list of substitutes approved by the district. Monthly addendums will be furnished by the department of human resources throughout the school year.
- b. Substitutes from the master list will be contacted by the building principal or his/her designee.
- c. In the event no substitutes are available from the approved list, the department of human resources should be contacted.