



Policy Number: 2100

Dated: 01/14/2016

SUBSTITUTE POLICY

1. PURPOSE

The Office of Human Resources shall maintain a Master Substitute List consisting of individuals who may be called on to replace regular teachers who are absent.

2. DEFINITIONS

"Substitute teacher" means an individual who works on a day-to-day basis to take the place of a regular teacher who is temporarily absent. Substitute teachers are not employees of American Leadership Academy and placing them on the Master Substitute List does not create a contractual relationship between the named substitute and the school, nor does it create an expectation of employment or continued employment.

2.1 When a substitute is actually teaching on a particular day, they are only temporary for that one day. This applies even if it is anticipated that the substitute will work more than one day, for example covering an extended absence for a single teacher. As a temporary worker, substitute teachers are at will during their teaching assignment. The substitute has no expectation of continued work and may be terminated at any time with, or without cause, including during the day they are teaching.

2.2 Individuals must be at least 21 years of age to qualify to be placed on the Master Substitute List for secondary school assignments, and at least 19 years of age for elementary school assignments.

2.3 Substitutes may be Paraprofessionals and aides.

3. ASSIGNMENTS

When a substitute teacher is required, because of teacher illness or other teacher absence, the teacher shall notify the principal over them and the designated employee in charge of arranging for the substitute. Under normal circumstances, the teacher has the responsibility to provide the substitute with appropriate lesson plans, seating charts and classroom procedures.

4. TERM OF SERVICE

A substitute may not serve in a teaching position for more than eight weeks in one academic year in either the same class or with the same groups of students unless he or she possesses proper certification for the position, unless licensed personnel are unavailable.

5. SUSPENDED CERTIFICATES

The school will not utilize any individual as a substitute teacher whose teaching license has been revoked or is currently suspended by the Utah State Board of Education or whose certificate has been revoked or is currently suspended by another state.

6. EMPLOYMENT PROCEDURES

Fingerprint the applicant so that a background check may be performed by the Bureau of Criminal Identification (BCI) and conduct a screening interview to determine whether they should be placed on the Master Substitute List.

REFERENCE

Utah Administrative Code, Section R277-508-3, R277-508-5