

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Substitute Teacher Guidelines

Section: Personnel

Code: GCEA-AR

Bend-La Pine Schools is committed to the adoption of practices that contribute to student achievement. The school district strongly believes that substitute teachers with the highest possible qualifications should be used at all times, and that the substitute teachers shall maintain instructional leadership and classroom management.

Each substitute teacher must hold appropriate Oregon teacher licensure and endorsements. The School Board shall set compensation for substitute teachers annually consistent with applicable state laws and administrative rules. Substitute employees, if directly engaged by the district, are employed "at the will" of the district and are not subject to any collective bargaining agreement. Substitute experience shall not be considered years of experience for the purpose of placement on the salary schedule.

School principals shall make all reasonable efforts to ensure substitutes who replace absent teachers are fully qualified in the content area and/or for the grade level.

If a substitute is required, the teacher will notify his/her immediate supervisor and follow appropriate procedures to arrange and prepare for the substitute.

Preference lists, including subject-based lists at secondary levels, will be established and utilized in the substitute assignment process for each school.

When absent from the classroom, teachers are expected to provide detailed lesson plans designed to assure continuity of student learning and achievement. Schools may establish additional procedures and requirements as deemed necessary by the school principal.

Reviewed: 8/25/10

Approved: 8/26/10