



SUBSTITUTE TEACHERS POLICY

PURPOSE AND PHILOSOPHY

Good Foundations Academy (GFA) understands that substitute teachers are an important part of our instructional program and community. We seek to attract high quality substitute teachers who will deliver effective instruction in a positive learning environment.

POLICY

Duration of Teaching Assignment

A non-licensed substitute teacher 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 group of students. Individuals serving in the same teaching position for longer than eight weeks shall hold an appropriate license or be replaced by a person with an appropriate license. The school encourages non-licensed substitutes to pursue licensure in order to remain active substitutes.

Hiring Priorities and Eligibility

- A. The first priority in hiring substitute teachers shall be given to those who hold a valid license in the subject matter they will be teaching as a substitute. Second priority is to hire persons who have a valid license in a field commonly taught in public schools.
- B. It is desirable that a substitute teacher hold a valid license or college degree and related experience. GFA will evaluate substitute teachers who substitute regularly in the school to ensure that they are capable of managing a class and carrying out the instructional program.
- C. Persons seeking employment as substitute teachers shall furnish evidence that they are capable of managing a class and they are physically and mentally fit to work.
- D. The school will not employ any individual as a substitute teacher whose license has been revoked or is currently suspended by the Utah State Board of Education or whose license has been revoked or is currently suspended by another state. Individuals whose license has been reinstated may be considered for employment as substitute teachers.

Employment Procedures

- A. The school will maintain a list of approved substitute teachers to fill temporary absences. A prospective substitute teacher will submit a resume and reference letters for review by a qualified staff member. The reviewer shall determine the candidate's qualification and may conduct an interview.
- B. Every effort will be made to seek the most qualified person to substitute. Those with a degree and certification shall be given first consideration. The school shall obtain verification from CACTUS that a teacher's license has not been revoked or suspended.



- C. The school shall prepare orientation materials, welcome all substitutes, aid them in finding all lesson plan materials, and orient them to school schedule, procedures, and policies.
- D. The school shall assist the substitute teacher in completing paperwork for payroll processing. Good Foundations Academy will pay a daily rate to substitute teachers, as determined by Administration. Substitute teachers will be paid for a full-day or half-day.
- E. Regular teachers are required to have lesson plans immediately available for use by substitute teachers.
- F. The substitute teacher shall review carefully all lesson plan material, and, as far as possible, follow the teacher's instructions. At the end of the day, a report shall be left for the regular teacher.
- G. If a substitute teacher renders unsatisfactory service for a school, the classroom teacher is encouraged to complete the Substitute Evaluation Form to document the concerns. The administrative team will review the case and determine if the teacher is eligible to continue working as a substitute teacher at GFA.
- H. Teachers will schedule substitutes in advance or the office will schedule substitutes in emergency situations. When advance notice is given for absences of more than one day, the same substitute will be assigned for the duration of the absence whenever possible.
- I. Student teachers may substitute in classes consistent with the instructions and policies from the higher education institution which the student attends.
- J. Paraprofessionals and Aides may substitute in classes when substitute teachers are not available or practical.

Long-Term Vacancies

When a regular teacher is absent for more than 8 weeks, GFA shall fill the position as soon as possible with a licensed teacher.

- A. The regular teacher is required to provide long-term lesson plans. The regular teacher is encouraged to supply complete daily plans if possible.
- B. The substitute teacher is responsible for daily planning, grading, and all duties assigned to that teacher.
- C. GFA will pay a daily rate to long-term substitute teachers, as determined by Administration. This daily rate may be higher than the standard substitute rate.

COMPLIANCE

Good Foundations Academy will follow R277-508 for substitute teachers.