

The Center for Creativity, Innovation and Discovery

Substitute Teachers Policy

The substitute teacher policy shall be administered in accordance with the following guidelines:

1. A prospective substitute teacher must file an application with the The Center for Creativity, Innovation and Discovery , “CCID” School office for review by the Executive Director. The Director shall determine the candidate's qualifications as a substitute teacher. An interview may be conducted.

2. Every effort will be made to seek the most qualified person to substitute. Those with a degree and certification shall be given first consideration.

3. The substitute teacher shall report to the school Director. The substitute teacher shall follow the regular teacher’s lesson plan for the day. At the end of the day, a report shall be left for the regular teacher.

4. The Director shall prepare orientation materials, welcome all substitutes, aid them in finding teacher plans, and orient them to the school schedule, procedures, and policies. A substitute teacher who works on campus routinely, more than five times yearly will be evaluated by the Director. The evaluation will be planned and scheduled with the substitute teacher and based upon established classroom management, instructional best practices and professional conduct criteria.

5. The Director will be responsible to facilitate the completion and submission of the substitute teacher paperwork to the Business Manager for Payroll Processing.

6. Teacher requests made in advance for a particular substitute will be honored whenever possible. In most instances, teachers will choose from a list of substitutes designated by the The Center for Creativity, Innovation and Discovery and will provide necessary lesson plans in advance.

7. 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.

8. The substitute teacher shall have completed a criminal background check in accordance with the policies of the The Center for Creativity, Innovation and Discovery.

9. Pay schedule for substitute teachers shall be:

½ Day teacher \$40 a day / *Long term ½ Day teacher \$65 a day

Full Day teacher \$80 a day / *Long term Full Day teacher \$125 a day

*Long term differential pay begins after 15 (fifteen) consecutive days of subbing in the same classroom, for the same teacher.

July 30, 2019 Revision

Addition of substitute teacher evaluation.