

## **Arrangement for Substitute Staff**

### **Administrative Office Responsibilities**

1. Applications for substitute teaching will be made available through the administrative office at TPCA.
2. The administrative office will maintain and keep current a list of those applicants who qualify indicating their areas of preparation and interest. This list will be kept up-to-date as new applicants become available and others are withdrawn.

### **Administrative Assistant's responsibilities**

1. Call the substitute teachers and make assignments according to the substitute list.
2. Let the Principal know of pending absence and the name of the substitute available.

### **Regular staff member's responsibilities**

1. Notify the Administrative Assistant as soon as possible in the event she/he must be absent from school.
2. Inform the Administrative Assistant of:
  - a. Name of the person who will be absent
  - b. Class or subject the substitute will be needed to fill
  - c. Starting time the substitute will be needed
  - d. Number of days to be absent, if known
3. Provide the following assistance for the substitute:
  - a. a time schedule defining the program for the day to include time spent on each subject, recess breaks, lunch and dismissal times
  - b. Adequate instructions to find the location of needed materials such as up-to -date seating charts and needed books.
  - c. Well-prepared lesson plans with enough detail to properly direct the day's activities

### **Principal's or designee's responsibilities**

1. Provide orientation, supervision and assignment of specific duties of substitute teachers assigned at TPCA.
2. Go with the substitute teacher to the classroom to plan for the day's duties. This would include:
  - a. Clarifying the teacher's classroom and extra duty schedule for the day
  - b. Going over the plan book
  - c. Checking that all supplies and equipment are available

### **Substitute staff's responsibilities**

1. The substitute staff should plan to report to the building Principal early enough to allow the proper orientation to be made regarding duties for that day.
2. Substitute staff should follow regular teachers' lesson plans as closely as possible. Deviations from the plans should not be made without the concurrence of the Principal or designee. A regular classroom environment should be maintained with the students engaged in worthwhile activities.
3. Discipline problems whenever possible should be handled by the substitute staff, but the substitute should not hesitate to seek help from the Principal or Assistant Principal.
4. Substitute staff should report to the Principal before leaving the building at the end of a day. A report of the day's activities should be prepared and left for the regular classroom teacher.

Regular teachers, substitute teachers and the Principal should avoid development of the point of view that substitute teaching is baby-sitting.

Cross Ref: T-GDG

Approved: November 29, 1999