

*Part-Time Teachers*

Upon the recommendation of the Superintendent of Schools, the Board of Education will approve or reject the employment of part-time teachers consistent with District needs.

Whenever possible, part-time teachers will meet all necessary certification requirements, and any non-unit part-time teachers will be compensated for their work on a per diem prorated basis commensurate with their placement on the salary schedule.

*Substitute Teachers*

The screening and assignment of substitute teachers is centralized for the District in the Office of the Deputy Superintendent. Candidates selected will be recommended to the Board for placement on the list of approved substitutes. Substitute staff will be scheduled through the automated absence management system.

Anyone wishing to be placed on the substitute teacher list must complete a substitute teacher application. Written references will be reviewed by the Deputy Superintendent's office. Every effort is to be made to help the substitute teachers to improve and grow as teachers. Whenever possible, substitutes are to be assigned to teach in those areas for which they are best qualified.

Once a person's name is placed on the substitute list, assignments may vary or discontinue based upon the recommendation of the Building Principal and/or the Deputy Superintendent or designees.

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