ADMINISTRATIVE PROCEDURE
12-3
SUBSTITUTES and SUB CALLERS

SUBSTITUTE APPLICATION PROCESS

- **All applications must be picked up in the Human Resources Office.**

- **No applications should be given out at the schools.**

- **Human Resources Office will either make sure the applications are complete or give them to the Assistant Superintendent's Office to complete.**

- Substitutes once hired will be placed on a "Substitute Teacher/Program Assistant List."

- Substitute Teacher/Program Assistants can only be called in to substitute if their names appear on the Substitute Teacher/Program Assistant List.

- Substitute Teacher/Program Assistant can only be called in to substitute by the Sub Callers. *Schools cannot call in Substitutes*. They must go through the Sub Callers.

- Per Administrative Procedure 12-2 "Teachers and Program Assistants, even if a request was submitted and approved, **are** required to call the sub line and state the date of absence and the **reason**."

- Per contract, the Teachers/Program Assistants shall call the sub line for high school and upper school by 6:00 a.m. and lower school by 7:00 a.m.

- The Sub Caller will call the answering service by 6 a.m. (high school and upper school) or 7 a.m. (lower school) daily to obtain the names of all who will need substitutes for that day and notify the building principals via email of coverage by 7:00 a.m. (high school and upper school) or 8 a.m. (lower school).

- When calling the sub line teachers may request substitutes. There is no guarantee they will get the substitutes they request. Teachers and substitutes are not to call or email the Sub Callers.

- Although licensed teachers may be given preference, every effort will be made to rotate through the substitute list so that all hired substitutes have an opportunity to work

- When substitutes are needed for professional days, the organizer of the professional development will notify the Sub Callers as much in advance as possible.

- **If these procedures are not followed and a substitute is called in by anyone other than a sub caller from a substitute list, the substitute may not be paid.**