

Substitutes

1. Certificated Staff

A replacement teacher is defined as one “who replaces a regular full time or regular part time employee who has been granted a leave.”

Replacement teachers who work as substitutes for twenty (20) consecutive days in one (1) position may, from the twenty-first (21st) day of service, be elected to fill the position for a definite or indefinite period on a replacement basis during the period of the regular teacher's absence, or until a regular full-time teacher is employed to fill the position.

The salary of the replacement teacher, when elected after the twenty (20) consecutive day period as a substitute, is the regular salary schedule rate. Replacement teachers may be under contract for the period of the regular teacher's absence.

A regular approved list of substitute teachers will be prepared by the human resources department. Teachers on this list may be called into service as required to substitute for regular teachers when they are absent.

Substitute teachers render service on a day-to-day basis, are not under contract, and are under no obligation to accept assignments even though their name appears on the approved list.

The superintendent or designee is responsible for establishing procedures by which teachers request substitutes and also by which substitute teachers are assigned, employed and compensated.

2. Substitute Procedures

The duties of substitute teachers are to:

- 2.1 have the same responsibilities and work day as regular teachers;
- 2.2 attend staff meetings unless excused by the principal;
- 2.3 follow the lesson plan prepared by the regular teacher or comply with the instructions from the principal. The principal shall review the lesson plans of the absent teacher when advance planning is possible. When advance planning is not possible, the absent teacher shall have made provisions for the substitute in the daily plan book;
- 2.4 on completing an assignment, prepare a definite statement of the work accomplished in each subject, specifying pages covered in various textbooks. New assignments should be noted in the teacher's assignment book or a card inserted in the desk copy of the text. All papers should be graded, records made, and preparations for the next day completed;
- 2.5 maintain the housekeeping arrangements of the regular teacher;
- 2.6 administer no corporal punishment to a child. The principal should be contacted in the case of a serious behavior problem;
- 2.7 complete building reports, including:
 - 2.7.1 attendance reports;

- 2.7.2 student progress, report cards and warning slips after conferring with the principal; and
- 2.7.3 communications to parents with the approval of the principal; and
- 2.8 report to the principal's office before leaving the building in the evening to see if services are needed on the following day.

3. Classified Staff

The superintendent, in conformance with direction established in policy by the Board of Directors, authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner. Such classified substitutes shall be hired into positions ineligible for retirement benefits that correspond to the retirement eligible positions for which substitutes are needed.

Cross Reference:

- (cf.: 1610 – Conflict of Interest)
- (cf.: 5111 – Employment of Staff)
- (cf.: 5140 – Employment Contracts)

Legal Reference:

- RCW 28A.330.240 Employment Contracts
- RCW 28A.400.300 Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon between schools
- RCW 28A.405.900 Certain certificated employees exempt from chapter
- RCW 41.32.570 Suspension of pension payments --Service as a substitute teacher
- RCW 42.23.030(9) Interest in contracts prohibited--accepted cases
- WAC 415.112 Teachers' retirement system.

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