

SUBSTITUTE TEACHER POLICY

Bonneville Academy (BA) understands that substitute teachers are an important reality in education. Like regular, full-time teachers, BA seeks high-quality substitute teachers who will deliver effective instruction in accordance with the school charter.

Duration of Teaching Assignment

A non-licensed substitute teacher is limited to no more than eight weeks in one academic year teaching either in the same class or with the same group of students. Those teaching for longer than eight weeks must have the appropriate teaching license or be replaced by a person with such. BA encourages non-licensed substitutes to pursue licensure in order to remain active substitutes.

Hiring Priorities and Eligibility

- A. Substitute teachers with a valid license in the subject they will be teaching are first priority. Second priority is to hire substitutes who hold a valid license in a field commonly taught in public schools.
- B. Substitute teachers who hold a valid license or college degree and related experience are preferred. BA will evaluate teachers who substitute regularly in the school to ensure that they are capable of carrying out the instructional program and managing their class.
- C. All applicants for substitute teaching positions shall provide evidence that they are capable of managing a class and they are physically and mentally fit to work.
- D. BA will not employ any substitute teacher whose license has been revoked or is currently suspended by the Utah State Board of Education or whose license has been revoked or is currently suspended by another state. However, individuals whose license has been reinstated may be considered for employment.

Employment Procedures

- A. BA will maintain a list of approved substitute teachers to fill temporary absences. Substitute teaching applicants will submit a resume and reference letters for review by the Administration, which shall then determine the candidate's qualification and may conduct an interview.
- B. When scheduled in advance, regular teachers are responsible to arrange their own substitute from the approved list. In the event no substitute can be secured, regular teachers are not relieved from his/her Duties of Employment as outlined in the Employment Agreement; however, in the case of an emergency, the substitute will be scheduled by the Administration.
- C. Regular teachers must inform the school administration immediately upon securing a substitute. Failure to provide this notification can result in disciplinary action including termination.
- D. BA will make every effort to ensure the hiring of the most qualified people to substitute. Those with a degree and certification will receive first consideration. The school shall obtain verification from CACTUS that a teacher's license has not been revoked or suspended.
- E. The school will provide substitute teachers with orientation materials, aid them in

finding materials for the lesson plan, and help them become familiar with the school schedule, procedures, and policies.

- F. The school will help all substitute teachers complete paperwork for payroll processing. BA will pay a daily rate to substitute teachers, as determined by Administration. Substitute teachers will be paid for a full day or a half-day.
- G. Regular teachers are required to have lesson plans immediately available for use by substitute teachers.
- H. The substitute teacher will carefully review all lesson plan material, and follow the teacher's instructions as much as possible. The substitute will provide a report for the regular teacher at the end of the day.
- I. If a substitute teacher performs unsatisfactorily, the regular teacher is encouraged to document the concerns. The Administration will review the case and determine if the substitute should be allowed to continue working at the school.
- J. Teachers will schedule substitutes in advance or, in the case of emergency, will be scheduled by the Administration. With absences lasting more than one day, and when advanced notice is given, the same substitute will be assigned for the duration of the absence whenever possible.
- K. Student teachers may substitute in classes consistent with the instructions and policies from the higher education institution the student attends.
- L. Paraprofessionals and Aides may substitute in classes when substitute teachers are not available or practical.

Long-Term Vacancies

For regular teacher absences lasting longer than 8 weeks, BA will fill the position with a licensed teacher as soon as possible.

- A. The regular teacher is required to provide long-term lesson plans, and is also encouraged to supply complete daily plans if possible.
- B. The substitute teacher is responsible for daily planning, grading, and all other duties as assigned.
- C. BA will pay a daily rate to long-term substitute teachers, as determined by Administration. This daily rate may be higher than the standard substitute rate.

Compliance

Bonneville Academy will follow R277-508 for substitute teachers.