



July 14, 1982

ADMINISTRATIVE MEMORANDUM NUMBER THIRTY-FOUR
PROGRAM FOR SUBSTITUTE TEACHERS

Description

- A. Substitute teachers will receive assignments from the Personnel Department for those teaching fields and levels in which they can establish competence.
1. In emergencies and in consideration of the health, welfare and safety of pupils, a substitute may be temporarily assigned to any teaching position
 2. Payment for substitute teaching will be made only to those persons who have made formal application and who may have been interviewed by the Personnel Department.
 3. Substitute teachers are expected to report to the school office 15 minutes prior to the beginning of school and remain for the full school day. They are expected to perform those duties assigned by the principal in order to receive the full daily substitute rate. This full day includes elementary planning days. Any time short of this should be prorated for payroll purposes on an hourly basis.
- B. Classification of Substitutes
1. Regular

Regular substitutes are those who:
 - a. Have a minimum of 90 quarter hours of college credit, verified by a transcript.
 - b. Will be paid at a daily rate equal to one-half (1/2) of the daily rate of Lane A, Step 1 of the teachers' salary schedule.
 - c. Will be paid at the permanent rate, if they teach continuously in one position for 30 school days.
 - d. Cannot teach over eight continuous weeks in one position unless they hold a currently valid teaching certificate.
 2. Permanent

Permanent substitutes are those who:

- a. Have substituted at least twenty (20) days in Granite School District and are paid at a 15 percent higher rate than a regular substitute.
 - b. Have filled out the special application form for permanent status, have been approved by the Personnel Department, and may have been interviewed.
 - c. Are available to serve in any school, district wide, and in any grade, in case of emergency.
 - d. Currently hold or have held a teaching certificate and will provide the Personnel Department with a copy of certification when they apply for the PERMANENT rate.
 - e. Cannot teach over eight continuous weeks in one position unless they hold a currently valid certificate.
3. Long-term

Long-term substitutes are those who:

- a. Hold a valid, current teaching certificate, who teach for 45 consecutive days in the same position and are paid at a rate which is 30 percent higher than a regular substitute.
- b. Hold a valid, current teaching certificate, who teach for 90 consecutive days in the same position and are paid at the daily rate of Lane A, Step 1 of the teachers' salary schedule.
- c. Are paid retroactively to the first day of the 45 or 90 day assignment. The school principal should send a letter giving the dates and details to the Personnel Department at the end of the 45 or 90 days.

Procedures

- A. The Personnel Department will make every effort to obtain substitutes for teachers who are absent due to disability, professional leave or other personal emergency. Such leaves must be approved by the appropriate area assistant superintendent. When approved, a copy of the leave form should be sent to the Payroll Department, who will forward it to the Personnel Department.
1. A telephone answering service (268-8516) will be operational 24 hours a day. A secretary will answer these calls from 6:00 a.m. to 5:00 p.m. The remainder of the time, a tape recording will give directions and record messages.
 2. The recorded directions are as follows:

"This is a recorded message from the Granite District Personnel Department. At the sound of the tone, please give us the following information: Your name, your school, your grade or subject assignment, the day you will be absent."

After the tone, the caller has thirty seconds in which to give the required information.
 3. A secretary will take these messages from the tape and make the substitute assignments.
- B. If a principal wants the regular teacher to also inform the school of the absence, the policy needs to be established at the school level. Otherwise, the school will first know of the teacher's absence when the substitute reports for work.

1. The accounting of the reason for the absence in under the principal's supervision and must reflect the appropriate budget classes:

222.20	Personnel Department use only
222.21	Sick Leave
222.22	Other
222.23	Professional Leave (See Procedures, A above)

2. Schools should make every effort to inform the Personnel Department by 5:00 p.m., if they are "retaining" a substitute for another day.
3. The Personnel Department will try to accommodate principal and teacher in substitute preference whenever it is possible.
4. Principals who do not want a particular substitute to return to their schools, should write a letter to the Personnel Department giving the reasons for their decision.

C. Orientation Suggestions

Every effort should be made by the school to ensure that the substitute teacher will be able to perform the assigned tasks by providing sufficient information, such as:

1. Adequate information as to the school plan, procedures, times, etc., in a written set of directions
2. Lesson plans, seating charts, roll book and hall excuse rules are very helpful.
3. Parking stickers
4. Setting up an evaluation procedure, if the principal so desires.

Substitutes for Resource Teachers

- A. The Personnel Department will provide substitutes for "resource-type" (refers to staff members whose assignments are supplemental to those of the regular classroom teacher, generally refers to elementary resource rooms) teachers in special programs, subject to the following:
 1. Availability of special education funds to cover costs.
 2. Availability of qualified substitutes for such assignments.
 3. Prior verification of expected continuous absenteeism for one of the following periods:
 - a. A teacher who has thirty or more students daily anticipates being absent for at least ten consecutive school days.
 - b. A teacher who has less than thirty student daily anticipated being absent for at least fifteen consecutive school days.
- B. Arrangements and approval for these substitutes must be cleared through the Personnel Department.

1. The district reserves the right to consider each case individually and make proper exceptions or adjustments when warranted.
2. Absences of fewer days will need to be covered within the school.

Substitutes for Media Coordinators

- A. The Personnel Department will provide substitutes for the Media Coordinator, subject to the following:
 1. The media teacher will be absent for at least five consecutive school days.
 2. No aide is available who can act as a substitute during this period of absence. (The aide can be set up as a substitute for the extra hours by the Personnel Department.)
- B. Arrangements and approval for media substitutes must be cleared and approved by the Personnel Department prior to any assignments.
 1. The district reserves the right to consider each case individually and to make proper exception or adjustments when warranted.
 2. Funds must be available through the media program to cover the cost of these substitutes.

/s/

John Reed Call
Superintendent