

### **EMPLOYMENT OF SUBSTITUTE TEACHING STAFF**

The Superintendent of Schools or designee shall maintain a list of qualified substitute teachers who may be called upon to replace regular teachers who may be absent. Such a list shall be provided to the principal of each school.

Insofar as possible, principals or designees will call on teachers on the substitute list for the subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the schools. Administrators and principals shall not call on any substitute staff that are within their immediate family. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. Substitute teachers should familiarize themselves with the main requirements of the course of study. If the substitute remains for a short period, it is better to improve understanding of processes already presented rather than to start a new one.

The Superintendent shall have full authority to assign substitute teachers to their areas of certification and competence.

A substitute employed on a day-to-day basis shall be entitled only to the wages approved by the Board on a per diem basis and to no other benefits.

Unless the procedure has already been performed by another entity, the Superintendent shall conduct a criminal records check, in accordance with Ohio law, on a candidate for employment as a substitute teacher.

LEGAL REFS: O.R.C. §§3319.08; 3319.10

Adopted: September 20, 2011