

EMPLOYMENT OF SUBSTITUTE TEACHING STAFF

The Superintendent/designee shall contact a substitute teacher contracting entity to provide replacements for regular teachers who are absent.

Insofar as possible, principals or designees will assign substitute teachers to the subjects for which they are most qualified. 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 of Education 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: November 23, 2015