

## SUBSTITUTE TEACHER – SCHEDULING

CRCS is committed to insuring that every classroom is covered when a teacher is absent. The Executive Director will take every viable step to establish an active and sufficient corps of substitute teachers to meet the needs of the school. The CRCS Board recognizes the negative impact the loss of teacher planning time has on student instruction and the administration shall make every effort to minimize the loss of planning time.

CRCS expects that teachers will make every effort to call before 6:00 AM the day the substitute is needed or required in order for the school to have adequate time to obtain appropriate substitutes. When teachers call in after 6:00 AM every effort will be made to obtain a substitute for that day; however, in some instances it is understood that a substitute may not be available for a particular teacher and another staff member may be assigned to cover the absence. Who is responsible for calling and finding a substitute will be determined by the Principal.

The Executive Director will make every effort to recruit and maintain the highest qualified pool of substitutes possible and update the substitute list on a regular basis.

An updated listing of all substitutes will be maintained in the CRCS office. All paid substitutes are interviewed, fingerprinted, and put through a criminal history records check prior to being hired by CRCS. Personnel files containing resumes, college education levels, and transcripts are also maintained by the central office.

The Executive Director, after consulting with the Principal, is authorized to remove a substitute for cause at his best professional judgment.

The Board will review the substitute compensation on an annual basis.

Adopted: 9/12/2012