

PROFESSIONAL ETHICS

A substitute teacher is in a unique position to interpret the educational program of CRCS to the community, either favorably or unfavorably. Although there may not be complete agreement on the value of various techniques and procedures, the substitute must be discreet in their discussion about the schools and their staffs. Discretion must always be used in expressing personal reactions and opinions. The administrators are available to discuss any concerns with you at any time.

EMPLOYMENT PROCEDURES

- 1) Any person interested in becoming a paid substitute teacher must complete a substitute teacher's application form at the CRCS office. The paid substitute should visit the Principal of the school. An appropriate background check must be completed prior to employment as a substitute at the expense of the applicant.
- 2) Substitute teachers will be called at the earliest possible time so that they will have as much time as possible to prepare. Usually, the call will be made between 6:00 and 7:00 AM on the day when their services are needed. If the substitute is to return the next day to the same class in the same school, an effort will be made to notify the substitute prior to the end of the present school day.

COMPENSATION

Daily rate to be determined annually by the Board of Directors.

SUBSTITUTE PROCEDURES

- 1) The substitutes will be expected to perform the duties of the regular teacher including, but not limited to:
 - a. Assuming the teacher's schedule of classes.
 - b. Assuming the teacher's schedule of duties and areas of responsibility
- 2)
 - a. Written assignments should be collected, if specified by the teacher, corrected (if an extended period of time and appropriate procedures have been discussed with the regular teacher) and returned.
 - b. Objectives of each lesson should be checked.
 - c. The instruction should be adapted to meet the group's needs.
 - d. A record of complete and incomplete work shall be left for the regular teacher.
- 3) The substitute is expected to be firm and fair in his/her approach to the students. Follow the lesson plan and schedule of the regular teacher. If any situation arises which the substitute feels he/she cannot handle, the substitute should confer with an administrator. Corporal punishment shall never be used.

REPORT OF SUBSTITUTE TEACHER TO THE REGULAR TEACHER

- 1) Work completed by the class in all subject areas.
- 2) Assignments given for the following day (according to teacher's lesson plan).
- 3) General discipline report. Teachers and administrators appreciate having reports on those pupils who are most helpful; also, any pupils whose lack of cooperation should be called to the attention of the regular teacher.
- 4) The reports shall be left in the teacher's substitute folder at the end of the school day.
- 5) The reports will be shared with the principal by the classroom teacher when deemed necessary by the classroom teacher.

RESPONSIBILITY OF THE REGULAR TEACHER TO THE SUBSTITUTE

The regular teacher shall be expected to maintain a folder of pertinent information labeled "Plans for a Substitute". This folder is to be kept readily available for the substitute. The following information must be included in the folder:

- 1) Lesson plans that are clearly defined and easy to follow.
- 2) The teacher's class schedule and additional assignment and duties.
- 3) Appropriate manuals and desk copies of books available, plans should note pages in books and manuals.
- 4) Class roster, homeroom roster, seating plans, fire drill procedures.
- 5) Attendance slips, student passes and other necessary forms and procedures.

A comprehensive, yet clearly defined, set of instructions will aid the substitute while serving in the teacher's position either for a day or for an extended period of time.

Adopted: 9/12/2012

CRCS SUBSTITUTE
TEACHER APPRAISAL
(to be completed by the School Principal)

Name of Substitute _____ School and Grade _____

Subject or Grade in which substituted _____ Dates of Substitution _____

In order to appraise the effectiveness of substitutes employed in CRCS, please complete this form on all substitutes new to your building. This form may also be used if you wish to change comments previously made on this substitute.

Place a 1, 2, or 3 after each quality. 1 = Excellent 2 = Satisfactory 3 = Unsatisfactory

The substitute:

- 1. Establishes effective rapport with children _____
- 2. Is attentive to individual child's needs _____
- 3. Understands and implements lesson plans _____
- 4. Establishes and maintains a good learning environment _____
- 5. Establishes effective relationship with professional staff _____
- 6. Implements lessons as directed by the teacher and/or supervisor _____
- 7. General appearance _____
- 8. Would you want to employ this substitute again? Circle one: YES NO

Any additional comments:

Evaluated by: _____ Date: _____