

SEDGWICK SCHOOL COMMITTEE

POLICY NUMBER: 7.04

NSBA/NEPN: GCGA

Adopted: 8/28/89

Previous Revisions: 9/16/97, 10/19/99, 12/16/03, 7/19/05, 04/26/11

Revised: 6/6/22

SUBSTITUTE TEACHERS

1. It is the intent of the School Board to provide the highest quality substitute teachers in order to assure continuity of instruction in the absence of the regular classroom instructor. To this end, training will be provided for all substitutes in school procedures. Feedback will be solicited from substitutes at the end of each day and information from this will be used by the building principal and by teachers to improve conditions for substitutes. Efforts to recruit substitutes will be made in August and throughout the year as needed.
2. [Union 76 SUBSTITUTE COMPENSATION GUIDE](#)
- 3.—Substitutes must complete an application packet and be approved to be added to the schools substitute list. CHRC and/or soft background check while CHRC being obtained. The cost for CHRC will be reimbursed. Placement on the substitute list does not entitle nor guarantee an individual a job as a substitute teacher.
4. It shall be the responsibility of the principal to review the performance of substitute teachers, using information such as comments from staff members, parents and students. Substitutes whose performance is not satisfactory, at the principal's discretion based upon this review, may not be hired for future substitute teaching assignments.
5. Substitute Teachers must comply with all School Committee policies including 7.09 Staff Conduct with Students.

Cross Reference: 7.09 (NSBA/NEPN GBEBB) Staff Conduct with Students