

**Substitute teachers are those persons employed temporarily to fill in during the absence of the regular classroom instructor.**

**The substitute teacher shall be at least eighteen (18) years of age, a citizen of the United States, and meet all requirements established by the Public Education Department for substitute teachers. Class visitation or completion of an orientation program is required before any substitute teacher can be scheduled to work.**

**All eligible substitute teachers must be on the approved list provided by the district administrative office. Persons not on the list will not be permitted to substitute teach unless a waiver has been granted by the superintendent.**

**Unsatisfactory work performance shall be documented in writing by the school principal and submitted to the district administrative office. The documentation will be reviewed by the superintendent. Substitute teachers whose performance has been unsatisfactory will be removed from the approved substitute teaching roster and will be ineligible for future teaching in the district.**