



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 6. Human Resources

#### 6.22.POL Substitute Teachers

Effective/Revision Date: 03/21/2019

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#### Employment

- A designated school employee shall interview each substitute candidate. The interviewer shall screen for eligibility, certification, education, and compatibility with school culture.
- All substitute candidates shall obtain a criminal background check. Candidates who have worked for other entities requiring a background check, may petition to have the background check transferred to Ogden Preparatory Academy (OPA).
- Substitute teachers shall complete the OPA New Hire Packet and provide all necessary and requested documentation.
- Preference shall be given to candidates with teaching experience and credentials.

#### Monitoring and Evaluating

Substitute teachers shall be monitored, evaluated, and reviewed as follows:

- Classroom Management. Office staff and administration routinely check on substitute teachers during each day they are substituting. Teaching Assistants work in the classrooms throughout the day and observe classroom management.
- Student Rapport. The ability to interact with students in a positive manner is imperative. School staff and administration make classroom observations and interview students; classroom teachers give feedback.
- Communication with substitute scheduling secretaries and classroom teachers. Teachers give feedback to secretaries and administration regarding substitute communication.
- Availability. Substitute availability shall be tracked.
- Instruction. School Staff and Administration shall observe classrooms.

#### Planning

- Classroom teachers are responsible for providing substitute teachers with lesson plans.
- Classroom teachers shall have emergency lesson plans available in the office.
- Long-term substitutes may be asked to create lesson plans. In such cases, the school shall offer resources and support. Additional hours shall be allowed for planning purposes.

## Compensation

Substitute Teacher compensation will follow the Board approved salary schedule.

~~Substitute teachers are hourly, and clock in and out in the time clock. When a long-term substitute is necessary, a salary may be negotiated.~~

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~~Salary Schedule for Substitute Teachers:~~

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<del>Category</del>	<del>Hourly Wage</del>
<del>Substitute without teaching credentials</del>	<del>\$12.00</del>
<del>Substitute with teaching credentials</del>	<del>\$14.00</del>
<del>Long-Term Substitute</del> <del>Requiring additional responsibilities of grading and some lesson planning.</del>	<del>\$16.00</del>

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~~Paraprofessionals may be asked to substitute for a classroom teacher. Paraprofessionals shall receive hourly wages according to their regular agreement.~~

## Document History

Approved: 03/21/2019 *Original creation in compliance to State requirements.*

## Legal References

R277-508

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