

PERSONNEL POSITIONS  
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB  
(REGULATION)

SUBSTITUTE  
TEACHERS

Each applicant for substitute teaching shall complete the **APPLICATION FORM THROUGH USUAL CHANNELS**, ~~regular teacher application form and furnish one transcript of college work (if available)~~ **A RECORD OF HIGHEST EDUCATION ATTAINED** ~~and five~~ **THREE** ~~references.~~ [See also ~~DBB~~DPB (LOCAL)] **ALL SUBSTITUTE TEACHER APPLICANTS MUST ALSO COMPLETE THE FINGERPRINTING PROCESS [SEE ALSO DBAA (LEGAL)]**

Each substitute teacher shall be furnished a roster of schools showing the address, principal's name, and grades taught.

~~Substitute teachers are responsible for the following:~~

- ~~1. Being on duty the regular teaching day.~~
- ~~2. Making attendance reports as required by the individual school.~~
- ~~3. Attending faculty meetings if held on the day the substitute is on duty.~~
- ~~4. Grading work given during the day and preparing lesson plans for the following day.~~
- ~~5. Special assignments of teacher for whom he or she is substituting and/or assignments made by the principal.~~

~~Requests for substitute teachers are made by principals on the Code A Phone, which is under the supervision of the human resources department.~~ **PRINCIPALS MUST REQUEST ALL SUBSTITUTES THROUGH THE TEAMS SYSTEM.**