



Document Name:	Substitute Teacher Policy
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## 1.0 Purpose

This policy sets forth hiring and employment procedures for substitute teachers. It is intended to comply with Utah Administrative Code R277-508 et seq.

## 2.0 Definitions

"Substitute teacher" or "substitute" means an individual employed to take the place of a regular teacher who is temporarily absent.

"CACTUS" means the Comprehensive Administration of Credentials for Teachers in Utah Schools or electronic file maintained on all licensed Utah educators.

## 3.0 Policy Content

Only individuals who have been placed on the approved substitute list will be permitted to substitute at Wasatch Waldorf Charter School ("WCS"). Paraprofessionals and Aides employed at Wasatch Waldorf Charter School will be permitted to substitute when it does not interfere with their current employment responsibilities.

Substitutes will be evaluated periodically to ensure they are properly managing classrooms and carrying out the set forth instructional programs of the teacher and school. Substitutes who do not meet expectations will be removed from the substitute list.

Substitute teachers will be subject to a background check and confirmation, and, if they are a licensed Utah educator, that their license has not been suspended or revoked.

WCS will pay substitutes with active teaching licenses or Waldorf training at a higher pay rate than those without.

Regular classroom teachers are required to have lesson plans immediately available for use by substitute teachers. A substitute teacher should follow the daily lesson plan provided by the teacher. A substitute teacher may not plan or direct an instructional program unless given permission by Wasatch Waldorf Charter School administration. Administration will only grant permission in extreme circumstances mainly associated with a long term substitute position.

Substitutes will adhere to and comply with all policies set forth at Wasatch Waldorf Charter School. They will be employed with the understanding that they will adhere to the standards of the school and classroom. They will keep the consistency and routine established within the classroom and school environment.

A substitute teacher may not serve in a teaching position for more than eight weeks in the same class or with the same group of students. Individuals serving in the same teaching position for longer than eight weeks shall hold an appropriate license or be replaced by a person with an appropriate license.

## **HIRING OF SUBSTITUTES**

WCS will give priority in the hiring of substitutes in the following order of priority:

1. Those who hold a valid license in the subject matter they will be teaching as a substitute.
2. Those who have a valid license in a field commonly taught in public schools.
3. Those with a college degree.

WCS shall ensure that substitute teachers are capable of managing a class and carrying out the instructional program. A person seeking employment as a substitute teacher shall furnish evidence, as requested, that the person is physically and mentally fit to work. WCS will not employ any individual as a substitute teacher whose license has been revoked or is currently suspended by the Board of Education or the licensing entity of another jurisdiction. School administration shall obtain verification from



CACTUS that an applicant's license has not been revoked or suspended before an applicant is hired as a substitute.

(R227-508-3)

#### 4.0 Relevant Procedures, Guidelines & Restrictions

#### 5.0 Appendices