

**ASSIGNMENT AND REMUNERATION OF SUBSTITUTE TEACHERS**

Substitute teachers will be expected to report for duty at established school times, except when they are not given adequate advance notification, and to remain on duty as assigned by the Principal.

Substitute teachers will follow the lesson plan prepared by the regular teachers, or will comply with instructions from the Principal or designee.

Regular teacher's lesson plans and preparations should facilitate the substitute teacher's work for the first ten (10) days. Beginning on the eleventh (11th) consecutive day in the same assignment, the substitute teacher will be considered to be on extended assignment\*; beginning with the eleventh (11th) day, remuneration shall be increased (based on the Schedule for Extended Assignment Teachers, as established by the Board).

**EXTENDED ASSIGNMENT**

1. Assignments beyond ten (10) days.
2. Teacher is expected to fulfill responsibilities beyond those of a short time substitute (1-10 days).
3. This assignment would also include certain duties as a faculty member of the school which the regular teacher would be expected to perform.



*PROCEDURE ESTABLISHED February 26, 1996*  
*RENUMBERED May 12, 2003*