

Substitute Teachers

- **Qualifications** – To be determined locally. The minimum qualification would be a high school diploma and at least 21 years of age.
- **Compensation** – To be determined locally.
- **Application** – The Substitute Teacher Application will be used but processed locally.
- **Background Screening** – Level II background screening will take place through the diocese prior to engaging the substitute.
- **Safe Environment Training** – This will take place through the diocese or locally by a certified trainer.
- **Orientation** – All substitute teachers must complete the application process and Safe Environment Training before substituting. They should complete an orientation program at the school regarding the following information prior to substituting:
 - ✓ Appropriate dress and professional conduct
 - ✓ Additional supervisory responsibilities
 - ✓ Blood Borne Pathogens Training
 - ✓ Complete assigned lesson plans and leave notes for the teacher on what was covered, collected, assigned, and student behavior
 - ✓ Confidentiality
 - ✓ Disciplinary procedures
 - ✓ Emergency evacuation procedures
 - ✓ Faculty Handbook
 - ✓ Harassment policy
 - ✓ Location of:
 - intercom
 - faculty work room
 - faculty rest room
 - ✓ Lunch procedures
 - ✓ Medical alert roster
 - ✓ Playground use and supervision
 - ✓ Procedures for securing the classroom at the end of the day
 - ✓ School hours
 - ✓ Seek clarification from those on staff
 - ✓ Student arrival/dismissal times and procedures
 - ✓ Student schedules, class rosters, seating charts
 - ✓ Substitute check-in/check-out times and procedures (keys, ID badge)
 - ✓ Supervision of students (level of care)
 - release of students to the office
 - release of students to the clinic
 - release of students to other teachers
 - ✓ Teacher schedules
 - ✓ Other