

### **CREATION AND APPROVAL OF ANNUAL SUBSTITUTE LISTS**

The Board of Education is committed to insuring that individuals placed on substitute lists possess the best qualifications and experience. Prior to the commencement of each new school year, the building principals, administrators, and supervisors in the District shall submit to the Superintendent of Schools their recommendations for individuals who should be added to or retained on the substitute lists. The Superintendent shall then submit for approval a recommendation to the Board of Education of those individuals to be placed on a substitute list for various instructional levels, subjects, and staff support areas. Throughout the school year, qualified individuals may be added to a substitute list. Those individuals will be subject to the annual review and recommendation process defined above. The District retains the right to limit the number of individuals on a substitute list for each building and department.

Substitute teachers will possess competencies to perform their assignments effectively.

The Board of Education authorizes the Assistant Superintendent for Administrative Services to add names to the substitute list throughout the year and the Superintendent of Schools will inform the Board of Education of additions or deletions.

Adopted: February 7, 2007

Revised: October 20, 2010

Reaffirmed: November 6, 2013