



## Long Term Substitute Teacher Placement Expectations (SUB-F013)

Long-term positions (exceeding 20 days) are filled with current licensed teachers and/or retired teachers holding the appropriate certification. When the Substitute Program Representatives, in cooperation with the building administration, selects and approves a substitute for a long-term absence the following guidelines apply.

### Hours

As a long-term substitute, he/she may work up to 40 hours per week. All time worked must be reported and verified through the Kronos time clock. The total time worked in any given week must not exceed 40 hours. He/she may attend faculty meetings or other events/trainings at the discretion and approval of the building administrator and are included within the 40-hour parameter. Time must be reported if attended.

### Schedule

During a long-term placement (exceeding 20 days) the long-term substitute will observe a mandatory break on day 21 and each subsequent 21<sup>st</sup> day for the duration of the absence.

### Pay

Certified substitutes and retired teachers are paid at the substitute's regular tier rate.

### Work Load

When accepting a long-term substitute teaching assignment, additional responsibilities may be associated with a placement exceeding 20 days. The following are considered reasonable expectations and should be completed within the assigned weekly hours. The following responsibilities are in addition to daily expectations of single day assignments as outlined in CMCSS Substitute Orientation.

1. Providing daily instruction (whole group/small group) following teacher provided lesson plans.
2. Copying and preparing materials for instruction (as needed)
3. Grading papers with provided key/rubric
4. Entering grades in PowerSchool weekly (absences 6 weeks or greater in length and long as substitute does not exceed 40 hours a week)
5. Communication with classroom teacher and/or team leader

Planning periods are provided for each teaching placement. Planning time should be utilized to accomplish the given tasks. However, a substitute may be requested to attend a grade level/departments planning session during a daily planning time. This is at the discretion of the principal.

If the substitute is experiencing difficulty with the assigned tasks, he/she is advised to contact the Director of Classified Employment or Designee as well as a building administrator to discuss any concerns with the assigned workload. Time utilization/task load will be reviewed and assigned tasks adjusted if the administration deems appropriate. In the event a long-term placement is unsuccessful, a change in substitute may be necessary and would be at the discretion of the Director of Classified Employment.

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### Long Term Placement

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**Substitute**

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**Absence (Start/End)**

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**Teacher Replacing**

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**School**

*By signing below, the substitute understands the information provided and will fulfill the expectations of long-term placements to the best of his/her ability.*

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**Substitute Signature**

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**Date**

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**Substitute Program Designee**

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**Date**