



Document Number: A-14
Document Name: Substitute Teacher Policy
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1.0 Purpose

2.0 Definition

3.0 Policy Content

Only individuals who have been placed on the approved substitute list will be permitted to substitute at Wasatch Charter School. Paraprofessionals and Aides employed at Wasatch 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.

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

Last Modified By: Enter Text

Last Modified On: Select Date

Page: 1

Document Owner: Enter Text

Original Date: Select Date



teacher. A substitute teacher may not plan or direct an instructional program unless given permission by Wasatch 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 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.

(R227-508-3)

4.0 Relevant Procedures, Guidelines & Restrictions

5.0 Policy Owner

Last Modified By:	Enter Text	Last Modified On:	Select Date	Page:	2
Document Owner:	Enter Text	Original Date:	Select Date		



6.0 Exhibits / Appendices / Forms

7.0 Supporting Information

8.0 Document History

Last Modified By: Enter Text

Last Modified On: Select Date

Page: 3

Document Owner: Enter Text

Original Date: Select Date