

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide

Policy No. 405
Section PROFESSIONAL EMPLOYEES
Title EMPLOYMENT OF SUBSTITUTE
PROFESSIONAL EMPLOYEES
Adopted AUGUST 21, 1989
Revised OCTOBER 18, 1999

	<p style="text-align: center;">POLICY NO. 405 EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p>	
1. Purpose	Qualified and competent substitute teachers and other professional employees shall be employed in accordance with these guidelines.	
2. Authority	<p>The Board shall approve annually the names of potential substitute teachers and other substitute professional employees and the positions in which they substitute. Additional names may be added to the list of substitute teachers by the Board during the school year.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history, child abuse and any other related clearances and immigration status and the District has evaluated the results of that screening process.</p> <p>Substitutes who are hired on a per diem basis shall be entitled only to the wages approved by the Board on a per diem basis.</p>	<p>SC 1101 1106</p> <p>SC 111</p> <p>SC 1148</p>
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**POLICY NO. 405
EMPLOYMENT OF SUBSTITUTE
PROFESSIONAL EMPLOYEES**

Substitutes hired to fill a position for a period of twenty (20) days or more shall be entitled to the wages provided to a beginning regular professional employee on the **appropriate Step 1** scale.

SC 1148

3. Delegation of
Responsibility

The Superintendent shall recruit and screen candidates for substitute employment, develop procedures for the assignment of substitutes, report such assignments to the Board periodically, and develop methods of evaluating substitute teachers.