

Personnel - CertifiedSubstitute Teachers- Regulation

The superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the building administrator of each school and the substitute answering service.

Insofar as possible, the answering and placement service will call teachers on the substitute list for the subjects and grades for which they are listed. A teacher, whose name does not appear on the substitute list, may not be employed in the Brookfield School District except when specifically approved by the superintendent. Principals and deans will be responsible for seeing that the work of the substitute is as effective as possible and follows the regular class routing and assumes all responsibilities, duties, and working hours normally assigned to the regular teacher.

Each regular teacher shall provide for a substitute, written classroom plans with objectives and evaluation instruments in sufficient detail to assure continuity of the educational program within the classroom.

All approved substitutes shall be encouraged to participate actively in all in-service courses and become as familiar with, and knowledgeable as possible, of the Brookfield curriculum.

Each substitute shall be evaluated and a written recommendation forwarded to the superintendent's office. The substitute list shall be regularly reviewed and changed as deemed necessary.

Regulation  
approved: 8/30/99

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut