

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Regulations: G-02-R1 Effective Date: 3/6/89
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SUBSTITUTE TEACHERS

To be eligible to apply as a district substitute teacher, individuals must be at least twenty one (21) years of age and a citizen of the United States.

All substitute teacher applicants shall be considered for employment from a pool of available candidates by the respective building principals. Successful candidates shall be interviewed and approved by the building principal prior to being placed in a substitute teaching assignment. A successful orientation shall also be completed.

CERTIFIED SUBSTITUTE TEACHERS

Selected persons who possess a valid Oklahoma teaching certificate, license or endorsement issued by the State Department of Education shall be eligible to substitute on continuous assignment(s) throughout the school term.

NON CERTIFIED SUBSTITUTE TEACHERS

Persons without a valid Oklahoma teaching certificate, license or endorsement issued by the State Department of Education may be employed on a limited stand-by basis. A total of thirty-five (35) days may be served without a certificate within the school district.

ASSIGNMENT

The building principal shall be responsible for assigning each substitute teacher to a specific assignment based upon certification, managerial and personal abilities. During the assignment, the substitute teacher shall function as a responsible employee of the district.

Substitute teachers shall complete a Substitute Teacher Report Form at the close of each assignment. This form which communicates the transactions during the assignment will be filed with the principal's secretary and shall be available to the regular teacher upon his/her return to school or any time thereafter. Reports of misconduct shall be thoroughly investigated and prompt appropriate disciplinary actions shall follow as necessary.