

The human resources division will develop and maintain a roster of substitute staff.

The following positions will be eligible for substitutes without special approval from the human resources division if the substitutes are to be paid from the central substitute budget:

1. Teacher;
2. Librarian (where there is only one librarian);
3. Nurse/LVN;
4. Nurse Aide/Health Clerk;
5. Attendance Clerk;
6. Instructional Aides; and
7. Building Receptionist.

The following activities qualify for the use of substitutes without special approval from the human resources division if the substitutes are to be paid from the campus substitute budget:

1. Admission, review, and dismissal (ARD) committee meeting;
2. Professional development; and
3. School activities.

The following qualify for the use of substitutes without special approval from the human resources division if the substitutes are to be paid from the discipline management budget:

1. Secondary Extension Center (EC) when the number of students assigned to EC on a given day exceeds 20; a second substitute when the number exceeds 40; and
2. Elementary "Time out" when one or more students are assigned; a second substitute when the number exceeds ten.

Special substitute requests require prior approval from the human resources division. A written request must be submitted to the human resources division at least 48 hours in advance, except in cases of emergency.