

<b>Timberlane Regional School District</b>	<b>Policy Code: GCG</b>
<b>Adopted: 06-09-83</b> <b>Reaffirmed: 04-04-91</b> <b>Revised: 02-24-05</b> <b>Revised: 02-16-12</b>	<b>Page 1 of 1</b>

**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**  
(Substitute Teachers)

The Superintendent shall have the general responsibility for maintaining a list of qualified substitute teachers who may be called on to replace regular teachers who are absent.

Insofar as possible, the Substitute Teacher Coordinator will call teachers on the substitute list for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the School District except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.