

**BOARD POLICY: SUBSTITUTE TEACHERS**

**6230**

Section A

The Board recognizes the necessity of providing substitute teachers when members of the professional staff are absent from school. The Board also recognizes the importance of maintaining the students' instructional program through a well-planned and coordinated substitute teacher program.

Section B

All substitute teachers shall hold a valid teaching certificate or substitute teaching certificate from the State of Illinois, and possess such other qualifications as the assistant superintendent for human resources shall prescribe.

Section C

The assistant superintendent for human resources shall be responsible for the employment of all substitute teachers and shall maintain a list of persons qualified to be substitute teachers in the Glenbrook schools. The principal, or his designated representative, shall determine procedures for acquiring substitute teachers, and for ensuring that the welfare of the students is served through an uninterrupted instructional program.

Section D

Compensation rates for substitute teachers shall be reviewed as needed by the administration. Recommendations for adjustment in compensation rates will then be made to the board of education for determination.

Section E

Substitute teaching may also be done by other members of the professional staff, when deemed advisable by the principal or his designated representative, provided those staff members comply with the requirements of Section B, above. Remuneration shall be determined by the Negotiations Agreement.

Approved: June 18, 1973

Revised: September 25, 2000

Revised: November 8, 2010