



OGDEN PREPARATORY ACADEMY

Official Policy

6. Human Resources

6.22.POL Substitute Teachers

Effective/Revision Date: 04/11/2024

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Employment

- A designated school employee shall interview each substitute candidate. The interviewer shall screen for eligibility, certification, education, and compatibility with school culture.
- All substitute candidates shall obtain a criminal background check. Candidates who have worked for other entities requiring a background check, may petition to have the background check transferred to Ogden Preparatory Academy (OPA).
- Substitute teachers shall complete the OPA New Hire Packet and provide all necessary and requested documentation.
- Preference shall be given to candidates with teaching experience and credentials.

Monitoring and Evaluating

Substitute teachers shall be monitored, evaluated, and reviewed as follows:

- Classroom Management. Office staff and administration routinely check on substitute teachers during each day they are substituting. Teaching Assistants work in the classrooms throughout the day and observe classroom management.
- Student Rapport. The ability to interact with students in a positive manner is imperative. School staff and administration make classroom observations and interview students; classroom teachers give feedback.
- Communication with substitute scheduling secretaries and classroom teachers. Teachers give feedback to secretaries and administration regarding substitute communication.
- Availability. Substitute availability shall be tracked.
- Instruction. School Staff and Administration shall observe classrooms.

Planning

- Classroom teachers are responsible for providing substitute teachers with lesson plans.
- Classroom teachers shall have emergency lesson plans available in the office.
- Long-term substitutes may be asked to create lesson plans. In such cases, the school shall offer resources and support. Additional hours shall be allowed for planning purposes.

Compensation

Substitute Teacher compensation will follow the Board approved salary schedule.

Document History

Approved: 03/21/2019 *Original creation in compliance to State requirements.*

Revised: 04/11/2024 *updated compensation and cleaned up some evaluation information*

Legal References

R277-508