

Milton Town School District

Procedure

D6-P: SUBSTITUTE TEACHERS PROCEDURE

1. A person interested in substitute work must file an application form with the Superintendent's Office.
2. Employed substitutes are to abide by the general policies and practices of the school system, and of the teachers for whom they are substituting.
3. The substitute teacher is expected to carry the full daily schedule (including special classroom related assignments) and to process the pupils' daily work unless requested by the teacher or Principal not to do so.
4. The following list of substitute levels will be considered as follows;
 - A. "Casual Substitutes" - A teacher who is hired on a daily, on call basis for a period of time not exceeding ninety (90) consecutive days in the same position, shall be considered a "casual substitute."
 - B. "Long-Term Substitute" - A teacher who is employed for a period of ninety (90) days in the same position will be considered a "long-term substitute." A "long-term substitute" teacher shall be subject to all terms and conditions as stated in the Faculty Master Agreement.

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