

# Substitute Professional Staff Employment

Policy #534

Waunakee Community School District

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The district shall maintain records for substitute teachers who may be called on to replace regular teachers who are absent.

The district's substitute coordinator shall be responsible for arranging for substitute teachers. Whenever possible, the substitute teacher should be certified to teach the grade or subjects of the absent teacher. Principals should make themselves aware of the quality of a subs' performance.

The superintendent and his/her administrative staff shall develop specific guidelines and procedures for substitute teachers. Such guidelines and procedures shall be provided each substitute teacher employed by the Waunakee Community School District. In all schools, substitute folders are to be available in each room, or in the office.

Substitute teachers shall be paid according to the per diem rate as established by the Board of Education.

Legal Ref.: Section 121.02(1)(a) Wisconsin Statutes  
PI 3, Wisconsin Administrative Code  
PI 3.03 (8)

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