

GCG-R Sub calling

RSU 1 is committed to insuring that every classroom is covered when a teacher is absent. The superintendent will take every viable step to establish an active and sufficient corps of substitute teachers to meet the needs of the school district. The RSU 1 Board recognizes the negative impact the loss of teacher planning time has on student instruction and the administration shall make every effort to minimize the loss of planning time.

RSU 1 expects that teachers will make every effort to call before 6:00 AM the day the substitute is needed or required in order for the district to have adequate time to obtain appropriate substitutes. When teachers call in after 6:00 AM every effort will be made to obtain a substitute for that day; however, in some instances it is understood that a substitute may not be available for a particular teacher and another staff member may be assigned to cover the absence.

The superintendent will make every effort to recruit and maintain the highest qualified and college educated pool of substitutes possible and update the substitute list on a regular basis. When all other factors are equal, the superintendent will request that substitutes be called based on their educational background and qualifications. The superintendent will match the substitutes with content and grade level experiences.

An updated listing of all substitutes will be maintained by the Office of the Superintendent of Schools and forwarded to all school principals and substitute callers. All substitutes are interviewed, fingerprinted, and put through a criminal history records check prior to being hired by RSU 1. Personnel files containing resumes, college education levels, and transcripts are also maintained by the central office.

The superintendent, after consulting with administrators, is authorized to remove a substitute for cause at his best professional judgment.

The Board will review the substitute compensation on an annual basis.

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