

## **PROCEDURE FOR SELECTING SUBSTITUTE TEACHERS**

The Superintendent and/or designee shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall include the qualifications of each substitute as to subjects they may teach and shall be filed with the principal of each school. The principal shall, insofar as possible, call teachers for the subjects for which they are listed. If the list does not contain the name of someone qualified to serve in the vacancy at the moment, the principal may use their own discretion in selecting anyone from the list whom they believe is capable of doing the work.

**End of McClusky School District #19 Administrative Regulation DJA-AR**

**[09/18]**