

BURNS SCIENCE AND TECHNOLOGY CHARTER SCHOOL

A FLORIDA CORPORATION NOT FOR PROFIT

Mission Statement

Where students are inspired & prepared for the 21st Century

Policy on Employment of Substitute Teachers

The principal is authorized to retain substitute teachers. Substitute teachers will be paid in accordance with the district approved rate.

Substitute teachers shall be provided a copy of the Burns Science and Technology Teacher Handbook which clearly stipulates the rules and procedures of the school.

Substitute teachers or other supervisory arrangements shall be required when classroom teachers, including elementary art, music, physical education teachers, and exceptional student education teachers, are absent.

Teachers who need a substitute will provide notification as soon as possible, and, except in emergencies, no later than twelve (12) hours before the start of the school day.

The teacher may contact and make arrangements for his own substitute provided the teacher has prior authorization to do so from the principal and the substitute called is included on the approved substitute teacher list. The substitute shall be provided with a work plan for the assignment, and will have available such items as class rolls, seating charts, attendance registers, safety plans and faculty handbooks. When an extended absence is anticipated, the class record books shall be made available to the substitute teacher.

Substitute teachers shall fulfill all reasonable assignments of the teacher including extra supervisory duties outside the classroom when necessary. Routine teaching duties shall be completed by the substitute including preparing a summary of work completed, leaving the classroom in order and such other duties and responsibilities as may be necessary to ensure that instruction will progress smoothly.

Legal Authority:

Sections 230.22(2), 230.23(3), Florida Statutes

ADOPTED by action of the Board of Directors of the Burns Science and Technology Charter School, Inc. at its regular meeting on 10-29-13

Secretary


Gary Bittle Chair, Board of Directors