

**PROFESSIONAL PERSONNEL
SUBSTITUTE TEACHERS**

Date Reviewed/Approved: 12/03/2007 Policy Number: 7430

Rescinds Policy Number: GBRJ

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The Superintendent shall have prepared an adequate list of approved substitute teachers designating their approved fields and/or subject areas and have it distributed to the respective building principals. This list is to be updated periodically as deletions and additions are made during the school year. It is the responsibility of the principals to secure substitutes as needed from the approved substitute teacher list. The principal shall always strive to secure the best-qualified substitutes available from the list.