

KEARNS HIGH SCHOOL

Memo No. 17

August 2016

SUBJECT: SUBSTITUTE TEACHERS (SUB FINDER)

It is the policy of Granite School District to hire substitute teachers when a teacher is ill, using professional or personal leave, etc. It is the teacher's responsibility to access Subfinder at the District Website when reporting any absence from school.

Before a teacher can get a substitute for either professional or personal leave, YOU MUST:

1. Obtain Professional or Personal Leave form from the faculty room. If the district is paying for the Professional Leave use the 2 part forms, but if the school is paying for the leave use the single form.
2. Fill out a Professional or Personal Leave form for date/s required and leave with principal's secretary.
3. Secretary will then inform you if the leave was approved or not. If leave is approved call the job into subfinder as soon as possible. You will be given a red message that states you have entered your job successfully and then it will give you a job number. You will also get a message in green that states the job needs to be approved before it will attached a chosen sub or begin calling for a sub.
4. Note: Professional Leave requires a misc. code number. You must have that number to request a substitute.

When usingS ubfinder, please do so before 6:30 a.m., otherwise the Subfinder will probably not be able to locate a substitute teacher.

As a school staff, we should do everything possible to be supportive when a substitute is in the building, particularly those teachers who may be next door to a substitute. Please be ready to give assistance to a substitute if it should be required.

It is expected that a lesson plan be made available for the substitute. If an unexpected illness or emergency comes up when no knowledge or previous anticipation of being absent is possible, contract teachers should have some sort of a backup assignment in their file that can be given to the substitute teacher.