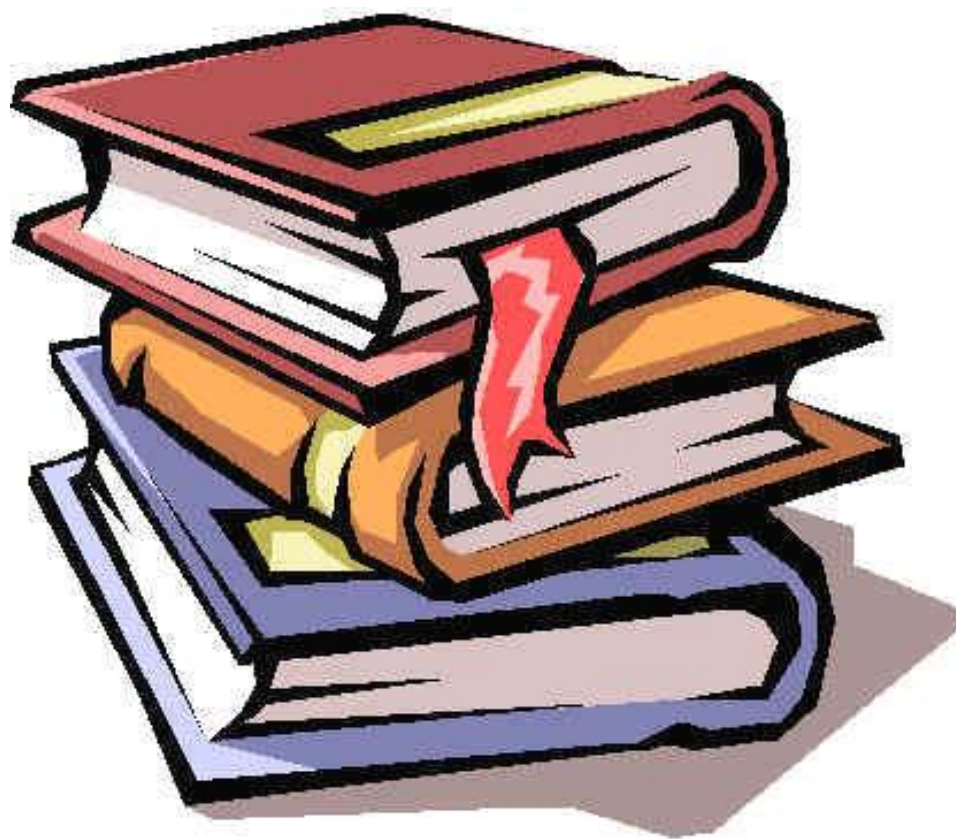# Substitute Teacher's Handbook

for

Secretaries / Principals

Substitute Handbook
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Welcome

The Substitute Center is a support center for District substitute staffing needs. Our mission is to fill every request for a substitute teacher. The center is also responsible for maintaining the automated substitute call-out system; SmartFind Express, for certified full-time permanent teachers as well as classified positions (with the exception of bus drivers, custodians, nutrition and security). Please view our Substitute Teacher Staff, contact information and duties below. We are always here to assist you and look forward to serving your needs so that you can better serve students. To meet the ever-increasing demands, the Human Resources department has developed incentive programs, procedures, and information on attendance benefits. We welcome your input concerning programs and procedures and need your help to be successful.

Substitute Center Staff   485-3110

Hours of operation – Monday – Friday (7:30 a.m. – 4:30 p.m.)
*Office available to accept phone calls at 6:00 a.m. when school is in session
Sheree Thompson, Substitute Center Supervisor
Valerie Hodoh, Clerk ~ (new hires & resignations)
Carla McElroy, Clerk   ~ (Special Projects & Incentive Pay)
Debbie Roberts, Clerk   ~ (Long-term, Preferred & Auto assignments)
SmartFind Express Automated Calling System ~ (24 hours)   **890-7909**

Action Steps and Information to Prepare for Substitute Teachers

1 **Greet and orient the Substitute teacher.** Room visits to show support are very helpful.
2 Assign a staff member to answer questions, "put out fires," introduce the substitute to other teachers, briefly go over school rules and procedures, and give building layout
3 Provide succinct discipline procedures for substitute teachers
4 Indentify desired student performance and behavior when there is a substitute teacher.
5 Provide an opportunity for substitute teacher feedback at the end of the day

Substitute Folders
The effectiveness of a substitute teacher is greatly influenced by the materials and expectations left by the classroom teacher.

*See "Questions School Officials Should Have Responses to in Teacher's Sub Folder"

A substitute folder is a good way to keep these materials together. It should include:
- Plan of the school building
- **Up-to-date** class list and seating chart
- Attendance procedures
- Hall passes—procedures
- Adequate lesson plans – complete, understandable, and **engaging (to include any special IEP needs)**
- Emergency procedures
- Discipline suggestions/procedures for substitutes
- Office Phone Number
- School Policy(ies)

A substitute teacher's effectiveness can be further enhanced if an administrator "stops by" the room periodically to show support and reinforce expectations. Remember; the Substitute Teacher needs support from the school administrators and staff to be successful!

Absence Reporting

A call to SFE does not replace school procedures for reporting absences. If you want your staff to contact you or a designated staff member to report an absence that is what the staff member must do. The absence needs to be called in to SFE to request a substitute. The request for a substitute should be made as soon as possible and no less than one hour before school begins to increase the probability of filling the assignment. Late calls severely limit the possibility of finding a substitute; and if a substitute is assigned, he/she will be late.

Substitute Employee Management System (SFE)

All substitute positions **must** be assigned through SFE.
The Substitute Center staff is available at the hours listed on page 2 to help you.
Instructions for use of SFE are in the back of this manual.

CERTIFIED ACCESS ID _____
CERTIFIED PIN Number _____
CLASSIFIED ACCESS ID _____
CLASSIFIED PIN Number _____

SFE Absence Reasons
CERTIFIED PERSONNEL only

Reason Number	Description	Conditions for Use
1	Teacher Sick	
2	Teacher Emergency	
3	Teacher Personal	
5	Jury/Military	
9	Teacher Long Term	**Teacher will be out for more than 20 days.**
13	KTIP	Pre-approved through KTIP coordinator and the Substitute Center.
14	Certified Assault	Injured by student at school

The following absences will be entered by the Sub Center:
> **Substitute for a substitute**
> **Long-term and vacancies**
> **JCTA Association Leave – requested by JCTA in writing**

Extended Duty

Substitute teachers are to assume all of the responsibilities of the teacher they have replaced unless otherwise advised by the school office within the normal 7.0 workday. Substitute Teachers are not expected to work extended duty, unless the school day is extended for a natural disaster or an emergency arises at the end of the day; in example; a lock down. However, the principal should consider the level of effectiveness of a person who is not familiar with the building, the procedures, or the students.

SFE Classification Numbers for CERTIFIED POSITIONS ONLY
(Subject Numbers)

108	Library		577	Machine
201	Home Hospital		578	Vocational Trades
210	Computer		592	Cons. Education
220	Social Studies		601	Vision Impaired
222	Geography		602	Hearing Impaired
224	History		603	Edu.Men.Han.
230	English		604	Emot. Disturbed
231	ESL		606	Learn/Beh Dis
232	LA & Reading		607	Physically Hand.
235	Drama		612	Mild Mental
241	Latin		613	Multiple FMD
242	French		615	ECE
243	Spanish		623	Funct Mental (SPH)
244	German		626	ECE LD
245	Russian		627	Early Childhood
250	Science			
251	Biology			
252	Chemistry			
253	Physics			
260	Business			
270	Mathematics			
271	Alg/Geo/Trig			
272	Calculus/Alg			
280	Art			
280	Music			
285	Health & Safety			
288	PE			
290	ROTC			
294	Industrial Arts			
313	Primary			
345	Intermediate			
502	Fire Science			
511	Medical			
512	Travel			
520	Cosmetology			
576	Automotive			

SFE Absence Reasons
CLASSIFIED PERSONNEL

Reason Number	Description	Conditions for Use
6	**Classified Absence**	This is the **only** reason to be used by classified personnel regardless of why employee is absent.
7	Classified Extra Person	May only be entered by Principal or Secretary

SFE Classification Numbers for CLASSIFIED POSITIONS ONLY
(Subject Numbers)

800	Instructional Assistant/LOA
805	Instructor
807	Early Childhood Assistant
810	LOA
815	Lunchroom Monitor
821	School Clerk
822	School Bookkeeper
825	Early Childhood Bus Monitor
830	Signing (Hearing Impaired)
840	ECE Assistant (FMD)
842	Interpreter
845	ECE Instructional Assistant
850	ECE Assistant (BD)
851	Instructor I
852	Instructor II
853	Instructor III
855	ECE Bus Monitor
900	School Secretary

Two Substitutes for One Assignment

In the event two substitutes arrive for one assignment, the substitute assigned through SFE has the assignment. Please contact the Substitute Center immediately at 3110. The other substitute may or may not be offered another assignment.

Evaluations

Please complete and submit evaluate for substitutes so that we may applaud successful classroom management skills and provide support for substitutes who may need additional assistance. Most problems may be solved by speaking with the substitute; others may need to be referred to the Substitute Center. If problems are severe, please *specifically* document the deficiencies and forward the evaluation to the Center. See "Forms" Section of Handbook. Please fax to Sub Center at 451-0637. Please contact the Substitute Center Supervisor when allegations and reported to the Compliance and Investigations office.

Requesting a Specific Substitute

Requests for a specific substitute may be made by entering the substitute's phone number when entering the absence. The Substitute Center cannot give substitute phone numbers.

A request for a specific substitute **cannot** be entered by voicing the substitute's name during special instructions.

SFE will attempt to contact the requested substitute each hour during call-out until 8 p.m. the night before the job start date, and one time the morning of the assignment. At that time the job will be released and offered to other substitutes.

Requesting Substitutes to Return

School staff may ask a substitute to return the next day if the substitute is not already assigned. The assignment *MUST* be entered in SFE with an active Job #. A job extension may be done by modifying the job end date. Contact the Center at 3110 if you need help.

Substitute Teachers Who are Late

It is not always possible for a substitute teacher to be on time, as this depends upon when the substitute accepted the assignment and how far he/she has to travel.

If a substitute has not arrived within a reasonable length of time (1hour), you should call the substitute's home. (SFE tells you the substitute's phone number before the substitute's name when giving a summary of the day's jobs.) Please report late substitutes to the Substitute Teacher Center at 3110 and submit an evaluation by fax to 451-0637.

Long Term/Temporary Appointee Assignment Placement – certified assignments only

Long-term assignments are reserved for Substitute Teachers who are **highly qualified** (hold certification in the corresponding grade level and subject matter of the teacher absence or vacancy). Every effort will be made to provide locations with list of eligible Substitute Teachers for long-term assignments, when requested by the school. However, if there are no available substitute teachers who hold certification in the corresponding grade level, a substitute teacher will be assigned according to the regulations outlined by 16 KAR 2:030 Section 2.

A long-term substitute position is defined as any position that is at least 20 days in length.
According to **16 KAR 2:030** Section 2, to employ a substitute teacher during the temporary absence of the teacher of record for a position, priority in selection and employment shall be given in accordance with the following order:
1. A teacher who holds appropriate regular certification corresponding to the grade level of the teaching assignment;
2. A teacher who holds regular certification for classroom teaching at any grade level;
3. A teacher who holds the Certificate for Substitute Teaching;
4. Except as provided in subsection (5) of this section, a person certified on an emergency basis for substitute teaching pursuant to 16 KAR 2:120, who shall be called according to the following descending order relating to the amount of college hours completed:
(a) A Bachelor's degree;
(b) At least ninety-six (96) semester hours of college credit;
(c) From sixty-four (64) to ninety-five (95) semester hours of college credit;
5. A person certified on an emergency basis for substitute teaching in a health, technical, or industrial occupation with a minimum of four (4) years of occupational experience in the area to be taught and a high school diploma or its equivalent as determined by evidence of a passing score on the General Education Development Test.

Please note, that if a non-highly qualified substitute teacher is assigned to an assignment due to a lack of highly qualified substitute teachers or due the request of the principal, this information will kick out on the lead report. Also, title I schools must send letters to the parents to notify them that their child will be taught by a substitute teacher who is not considered highly qualified per Educational Professional Standard Board (EPSB).

Reporting Long-term Temporary Appointee Assignment Placement

The substitute may be in a position for a permanent full-time teacher using sick days, on leave status, or may be in a vacant position for which the school has a budgeted slot. Beginning on the twenty-first day, the substitute will be paid at the substitute teacher rate times 1.5, retroactive to the first day of the assignment. Paid leave is not provided to temporary appointees. Temporary appointees receive pay for paid holidays that occur during the assignment but *after* the first twenty days

Summary of Steps to Take to Report a Temporary Assignment Placement

1. If the substitute teacher for the assignment has been pre-arranged, submit the long-term form to the substitute center by fax (451-0637) or email to Debbie Roberts. Please confirm receipt and approval of the assignment. Ensure that the information requested above, is listed on the form.
   a. The Substitute Center will notify your location if the substitute teacher is not considered highly qualified. However, this should be checked before the form is submitted.
   b. If the substitute is not highly qualified a list of highly qualified substitutes will be sent to the school. If there are no available highly qualified substitute teachers for the assignment, the location will be notified and the Substitute Center will proceed forward with the request. Please note this will show up on the lead error report. Also, title I schools must send the letter to parents to notify them their child will be taught by a substitute teacher who is not considered highly qualified by EPSB, for the assignment.
   c. If the principal does not wish to select a substitute teacher from the list of highly qualified substitutes; the Substitute Center will proceed forward with the placement upon written request form the principal. Please note this will show up on the lead error report. Also, title I schools must send the letter to parents to notify them their child will be taught by a substitute teacher who is not considered highly qualified by EPSB, for the assignment.
2. Send a copy of long-term assignment form to Debbie Roberts, when the substitute has worked 20 consecutive days. Include the dates on the copy of the form you previously sent.
3. Send a copy of the long-term assignment form to Debbie Roberts, when the long-term assignment has ended. Include the date on the copy of the form you previously sent.

It is the school's responsibility to notify the Substitute Center when a substitute teacher is eligible for the long-term assignment incentive pay and when the assignment has ended. This notification is the long-term assignment form with dates listed so that the substitute may be entered in the assignment and removed from the assignment and the school's payroll, in a timely manner and ovoid overpayment to the substitute teacher. Please note that any overpayments to the substitute teacher not removed from a long-term assignment, will be recouped by the payroll department and the location will be responsible for explaining this to the substitute teacher. Please verify receipt of all forms, because fax machines can encounter challenges, by calling the Substitute Center at 485-3110 ext. 0.

Additional Substitute Teacher Assignment Options

Preferred Substitute
A preferred substitute is an active substitute teacher who is recommended by principals at school locations that qualify for preferred substitutes. Preferred substitutes are assigned to a "home school." They are guaranteed employment each school day and paid according to the Board approved salary schedule plus $15 per day. These substitutes must work every school day and must take any job assigned. If the "home school" does not have any teacher absences and only extra absences for a day, the Preferred will be pulled to work at another school for the day. Failure for a Preferred to report to a placement requested by the Substitute Center or failure for the location to assist with the placement, could lead to removal of the Preferred Substitute at that location. An audit is conducted annually to determine which schools will receive a Preferred Substitute Teacher. The preferred substitute list is generated annually, an agreement must be signed by the substitute teacher and principal and the agreement is only valid for the current school year. The Preferred Agreement can be voided at any time based upon the determination of the Substitute Center, Principal or Preferred Substitute Teacher.

Auto Substitute
A school may request a substitute to report to the school on days when there is an absence at the school.

The substitute will be placed on Auto Assignment listing through the SFE computer and therefore assigned to the first absence called in for the school (not filled by the location's Preferred Substitute, when applicable). All assignments must be made through the SFE computer.

Although a substitute may be on a location's auto listing, this does not ensure that this particular substitute will always get your assignment. The Auto Substitute is allowed to accept assignments at any location within the district. However, the system will make all efforts to give this substitute the highest priority.

The District will pay for the substitute when the substitute is assigned through the SFE computer for a teacher who is on sick, emergency, or personal leave. It is the responsibility of the **school to pay** for the substitute when no absence is reported or when the teacher is on professional leave. Compensation is at the substitute teacher Board approved salary schedule rate.

Directions on How to Create a Teacher Absence

Note: If you are entering an absence for yourself, your user id is your Employee ID#. Your password is the 6 digit number that you created when you first registered by phone. Do not put in any dashes.

https://subcenter.jefferson.k12.ky.us/logOnAction.do

File   Edit   View   Favorites   Tools   Help   Convert   ▾   Select

eSchool Solutions Smart...   Lite 106.9 | Louisville's #1 Sit...

Page   ▾   Tools   ▾

eSchool
SOLUTIONS
SmartFindExpress®

Profile ▾   Help ▾   Sign Out

Select Role: 🖳 Employee 💿 Substitute

Home   Create an Absence   Review Absences

Home

Welcome TESTER   Today is June 8, 2011 2:05 PM

To Create an Absence Click on Create an Absence.

SmartFindExpress Mobile
Easy and Convenient access
from the palm of your hand
SFE

Your Notifications:
Your personnel record contains an expiration date that prevents you from being assigned to jobs.

Substitute Announcements

Important Announcements

YOU MUST SIGN UP FOR JCPS EMAIL AND CHECK IT OFTEN.
ALL NOTIFICATIONS WILL BEGIN TO COME THROUGH EMAIL.
Call 485-3552 to set up your email account.

6/6/2011 Substitute 2011-2012 Kick-off!!! Come join us on one of the following dates and times to prepare for a successful new school year. We will cover how to use the new SmartFind system and policies and procedures of the substitute center. Hope to see you there. You can plan to meet us July 14 or July 15 at Durrett Auditorium at Male High School. Two meetings will be held each day. A morning session from 9-11 and an afternoon session from 1-3. You do not need to register for this session.

Character and Fitness Information

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Note: Ensure you use the correct reason. If it is a certified job, choose a certified reason code. If it is a classified job, select a classified reason code.

Click on the Calendar to select the date that you want your absence to begin and end. When the Calendar comes up just click on the date that you want and it will automatically go into your Start or End date.

Create Absence

Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Location: VAN HOOSE CERTIFIED 605999

Classification: 107-OT/PT (CERTIFIED)

Reason: 1 1-TEACHER SICK-CERTIFIED

Is a Substitute required?:   ⊙ Yes   ○ No

	Start	End
Dates:	06/08/2011	06/08/2011
	(MM/DD/YYYY)	(MM/DD/YYYY)

Absence

Weekly Schedule	Start Time (hh:mm am)	End Time (hh:mm am)
Monday ☑	07:00 AM	06:00 PM
Tuesday ☑	07:00 AM	06:00 PM
Wednesday ☑	07:00 AM	06:00 PM
Thursday ☑	07:00 AM	06:00 PM
Friday ☑	07:00 AM	06:00 PM

If you would like to request a particular substitute for your absence click on the name look up tab.

Substitute

Specify a Substitute? ID: [Name Lookup]

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?:   ○ Yes   ⊙ No

Type in the first three letters of the substitutes first and last name that you are requesting and then click on the Search button.

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Click on the underlined name of the substitute you have requested.

- If there is more than one substitute listed make sure that you select the correct substitute.

https://subcenter.jefferson.k12.ky.us/createAbsenceInitAction.do?subIndex=0

File   Edit   View   Favorites   Tools   Help   Convert   ▾   Select

eSchool Solutions   Smart...   ✕   Lite 106.9 | Louisville's #1 Sit...

Create Absence
Absence Information
To complete this absence, press Continue and proceed until a job number is assigned.

Location: VAN HOOSE CERTIFIED 605999

Classification: 107-OT/PT (CERT...

Reason: 1 1-TEACHER SIC...

Is a Substitute required?:   ⦿ Yes   ○ No

Start

Dates: 06/08/2011

(MM/DD/YYYY)

Absence

Weekly Schedule		Start Time (hh:mm am)	End Time (hh:mm a...
Monday	☑	07:00 AM	06:00 PM
Tuesday	☑	07:00 AM	06:00 PM
Wednesday	☑	07:00 AM	06:00 PM
Thursday	☑	07:00 AM	06:00 PM
Friday	☑	07:00 AM	06:00 PM

Substitute

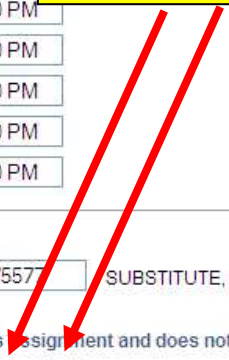Specify a Substitute? ID: 3275577   SUBSTITUTE, DEBBIE   **Name Lookup**

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?:   ○ Yes   ⦿ No

If you have already spoken to the substitute and they have agreed to accept this assignment click the YES button. If you have not spoken to the substitute click on the NO button.

- **If you choose YES, the Substitute System WILL NOT call the substitute and offer them the assignment. It will be already assigned to them.**

Done   Local intranet   🔍 100% ▾

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Directions on How to Cancel an Absence

If you need to cancel an absence that you have previous created, click on Review Absence.

You can choose between the List Display Format or the Calendar Display Format.
- Click on Search

https://subcenter.jefferson.k12.ky.us/employeeCalendarAction.do

Live Search

File   Edit   View   Favorites   Tools   Help   Convert   ▾   Select

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Page ▾   Tools ▾

eSchool
SOLUTIONS
SmartFindExpress®

Select Role: Employee   Substitute

Home   Create an Absence   Review Absences

Review Absences

Review Absences
Display Format: ◉ List   ○ Calendar

Search From: [   ]   To: [   ]
              (MM/DD/YYYY)   (MM/DD/YYYY)

Job Number: [   ]   Note: Search by job number will not use the date range

[Search]

Click on the Absence that you want to cancel.

Job #	Start Date/Time	Location	Reason
	End Date/Time	Classification	Substitute
817573	09/23/2010 07:45 AM	ZZ TSSI TEST LOCATION	1-TEACHER SICK-CERTIFIED
Canceled	09/23/2010 06:00 PM	TEST CLASSIFICATION(DO NOT USE)	No Substitute Assigned
887922	06/08/2011 07:00 AM	VAN HOOSE CERTIFIED	1-TEACHER SICK-CERTIFIED
	06/08/2011 06:00 PM	107-OT/PT (CERTIFIED)	SUBSTITUTE,DEBBIE

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SmartFind*Express* 2.0.2.6908

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Review Absences

<p style="color:red">The Job was canceled successfully.</p>

Review Absences

Display Format: ⦿ List ○ Calendar

Search From: [_____] 🗓   To: [_____] 🗓
(MM/DD/YYYY)   (MM/DD/YYYY)

Job Number: [_____]   Note: Sea

Verify that your job has been cancelled

Search

Job #	Start Date/Time	Location	Reason
	End Date/Time	Classification	Substitute
817573	09/23/2010 07:45 AM	ZZ TSSI TEST LOCATION	1-TEACHER SICK-CERTIFIED
Canceled	09/23/2010 06:00 PM	TEST CLASSIFICATION(DO NOT USE)	No Substitute Assigned
887922	06/08/2011 07:00 AM	VAN HOOSE CERTIFIED	1-TEACHER SICK-CERTIFIED
	06/08/2011 06:00 PM	107-OT/PT (CERTIFIED)	SUBSTITUTE,DEBBIE
887923	06/09/2011 07:00 AM	VAN HOOSE CERTIFIED	1-TEACHER SICK-CERTIFIED
Canceled	06/09/2011 06:00 PM	107-OT/PT (CERTIFIED)	SUBSTITUTE,DEBBIE

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FORMS

SUBSTITUTE TEACHER CENTER
LONG TERM FORM – 20 DAYS OR MORE

School Name:

Teacher's Name: Teacher's MUNIS ID:

Subject Area:

Reason for long Term:

Start Date: End Date:

Requested Sub: Sub MUNIS ID:

Does the Sub hold a valid Kentucky Teacher Certificate (Not a SOE)? Yes ☐   No ☐

If Yes:

Does the KY Teacher Certificate match the Subject area of assignment: Yes ☐   No ☐

**NOTE: If both the above questions are not yes, or if the Substitute holds a SOE, please contact the Sub Center for Approval.

Has sub accepted possible assignment: Yes ☐   No ☐

Has Principal Agreed to Substitute: Yes ☐   No ☐

Principal (ONLY) Signature:_____

- -

AFTER SUBSTITUTE HAS REACHED 20TH **CONSECUTIVE DAY,**
FILL OUT THE INFORMATION BELOW AND RESEND THIS FORM.

Date of Twentieth Day in Position:

- -

AFTER SUBSTITUTE HAS REACHED 20TH **CONSECUTIVE DAY,**
FILL OUT THE INFORMATION BELOW AND RESEND THIS FORM.

LAST day in assignment:

- -

(For Sub Center Use Only)

Job #:

Approved By:_____Date:_____

SUBSTITUTE TEACHER EVALUATION
(Please be specific with your comments)

An evaluation of the effectiveness of substitute teachers is vital to the District's staffing needs. Please evaluate each substitute teacher who **works three or more days** in our school **OR** who is unsatisfactory.

Substitute's Name_____ EMP ID# _____

School Name _____ Location # _____

Date/s of Absence _____Grade/Subject _____ Teacher's Name_____

**Please include specific comments made by substitute (attach student/employee statements), if applicable:
Instructional Performance:
Were lesson plans followed?

_____
_____

Pupil/Teacher Relations:
Were students responsive to the substitute's requests?

_____
_____

Professional Attitude:
Did the substitute exhibit a professional attitude and demeanor towards students?

_____
_____

Classroom Management:
Did substitute establish and maintain positive control of class?

_____
_____

Work Habits:
Did the substitute arrive on time? Were the room and materials left in an orderly fashion?

_____
_____

Additional
Comments/Recommendations_____
_____
_____

****

This section must be completed by the Principal. **Discuss this evaluation with the substitute. Any substitute whom you wish NOT to return to your school must receive a copy of the evaluation which identifies your request and explains the reasons for your decision**. Any substitute who receives three unsatisfactory evaluations during a school year may be discharged from Jefferson County Public Schools.

The substitute's overall performance was ☐Exemplary   ☐Satisfactory   ☐Unsatisfactory

I would like this substitute to return☐   Do **NOT** send this substitute again ☐

Fax to 451-0637 or email   _____
Sheree Thompson   **Principal's Signature**

Jefferson County Public Schools

Substitute Teacher Center

AUTO-ASSIGNED SUBSTITUTE TEACHERS

_____ School requests that

_____ , _____ be assigned
  Substitute Teacher   (Signature)   **Social Security Number**

for the _____ school year and report to the school ☐ only on days assigned.

This substitute will be on an auto assignment listing through the SFE computer and therefore assigned to the first absence called in for the school (not filled by the location's Preferred Substitute, when applicable). All assignments must be made through the SFE computer. It is the responsibility of the substitute to call 485-7777 in the morning to verify they have been assigned.

The District will pay for the substitute when the substitute is assigned through SFE for a teacher who is on sick, emergency, or personal leave. ***It is the responsibility of the school to pay for the substitute when no absence is reported or when the teacher is on professional leave***. Compensation is at the substitute teacher salary schedule rate. The substitute teacher is eligible for the Three-Tier incentive only after substituting 75/125 days for an absent teacher (days as an "extra" will not count). The substitute is eligible for the Premium Month incentive only if assigned for an absent teacher each school day of the month.

The substitute is eligible for long-term positions (20 or more consecutive days in one substitute assignment) only if the substitute holds Kentucky Teacher Certification. **Please contact the Substitute Center before requesting a substitute to take a long-term position.**

_____   _____
    Principal's Signature   Date

_____
Budget Code (Must be used for non-assigned days)

Return to: **Sheree Thompson**
               Substitute Center
               VanHoose Education Center   _____Effective Date
               FAX 451-0637   _____Sub Daily Rate

Jefferson County Public Schools — Shaping the Future