

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE PROFESSIONAL  
EMPLOYEES

ADOPTED: 12/8/2014

REVISED:

405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES	
<p>1. Purpose</p>	<p>Qualified and competent substitute teachers and other professional employees shall be employed in accordance with these guidelines.</p>
<p>2. Authority SC 1101, 1106</p>	<p>CASA Charter School shall approve annually the names of potential substitute teachers and other substitute professional employees and the positions in which they may be added to the list of substitute teachers by the Board during the school year.</p>
<p>3. Guidelines</p>	<p>Substitute professional employees shall be governed by the general rules and regulations of the Board affecting the regular professional employees.</p> <p>The utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.</p>
<p>SC 111</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the school has evaluated the results of that screening process.</p>
<p>4. Delegation of Responsibility</p> <p>School Code 111, 1101, 1106, 1148, 3701</p>	<p>The Principal shall:</p> <ol style="list-style-type: none"> <li>1. Recruit and screen candidates for substitute employment.</li> <li>2. Develop procedures for the assignment of substitutes.</li> <li>3. A list of substitute employees with their addresses and telephone numbers shall be filed in the administrative office.</li> </ol>

