



Division of Human Resources

SUBSTITUTE TEACHER GUIDELINES AND PROCEDURES

Substitute teachers provide a valuable service to our students and schools. All substitute teaching positions are created through our Districts' on-line AESOP substitute system. Substitute Teaching is an "on call, as needed position." As such, a substitute teacher is not entitled to be called as a substitute and substitute employment may be revoked at any time by the Superintendent of Schools (or designee).

GUIDELINES AND PROCEDURES FOR SUBSTITUTE TEACHER

A Substitute Teacher:

- Must be available to accept jobs at the time the application is submitted
- Must be physically able to perform the duties and responsibilities of a substitute teacher
- Must have adequate and reliable transportation to get to jobs on time
- Must adhere to all Alachua County School Board Policies
- A substitute teacher may be removed from the approved list of substitute teachers with or without cause

Although a substitute teacher may be removed with or without cause, a substitute teacher will be removed for any of the following reasons:

1. Failure to work two or more days per month or 20 times during the school year
2. More than ten (10) not answered or aborted calls in AESOP for any month or fifty (50) for the school year
3. Placement on the Exclusion List of five (5) or more schools

I understand the guidelines for substituting in Alachua County Public Schools. I understand that I am not entitled to be called as a substitute teacher and my substitute employment may be revoked at any time by the Superintendent of Schools (or designee).

Name (PRINT)

Signature

Date