

Downey Unified School District

CERTIFICATED PERSONNEL

SUBSTITUTE TEACHERS

AR 4122

The Personnel Office shall be responsible for recruitment and assignment of qualified substitute teachers where needed in case of teacher absences.

Rates of Pay

1. For services rendered the substitute shall be paid a daily rate as established by the Board of Education.
2. If a substitute works four hours or less, he/she shall be paid the minimum daily rate as shown on the salary schedule.
3. When a substitute is retained on a single assignment, he/she shall be paid the long-term daily rate beginning on the eleventh day of consecutive service.

Evaluation of Substitute Teachers

The principal shall submit an evaluation for each substitute teacher following the completion of the first assignment in his/her school each year. The classroom teacher for whom the substitute served will participate in the evaluation. Subsequent evaluations may be submitted when commendations or discovery of inadequate performance become apparent. The substitute teacher shall be given the opportunity to inspect his/her personnel file upon request.