

**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

**(Substitute Teachers)**

The superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the principal of each school.

Insofar as possible, principals will call teachers on the substitute list for the subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the Londonderry School District except when specifically approved by the superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program. Substitute teachers should familiarize themselves with the main requirements of the course of study. If the substitute remains for a short period, it is better to improve understanding of processes already presented rather than to start a new one.

Substitutes who are employed for any period of time must provide the district with a physician's confirmation that they are in good health and free from communicable disease. The tuberculin test will be provided by school district nurses free of charge to prospective substitutes.