

**PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**  
(SUBSTITUTE TEACHERS)

The Superintendent shall maintain a list of qualified substitute teachers who may be called upon to replace regular teachers who are absent. The list shall be filled with the Principal.

Insofar as possible, the Principal or designee will call teachers on the substitute list for the grades and/or subjects for which he/she is listed. A teacher whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent. The Principal 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.

*See policy GBCD for Criminal History Records Check Information.*

**Statutory Reference:**  
RSA 189:13-a

**DATE:**  
**Adopted:**  
**Reviewed:**  
**Revised:** March 1, 2006  
**Cancellation:**