

Bigfork School District #38

PERSONNEL

5410P

Substitute Hiring Procedure

Responsibility Chart

District Office

1. Candidates apply through the Superintendent's Office
2. Ensure all pertinent documents are completed including TB test, a copy of social security card, and a copy of the driver's license
3. Send out reference check form to previous employers
4. Provide principals with completed application
5. Provide background check upon request of principal
6. Recommend hiring to board
7. Maintain board approved substitute list

Principals

Substitutes without experience

1. Interview and Orientation by respective building principal (dependent on grade level where substituting)
2. Review of substitute handbook (initially and annually)
3. Review of student handbook (initially and annually)
4. Reference checks
5. Classroom observation
6. Background check before entering classroom (District Office)
7. Recommendation from principal to place on substitute list

Substitutes with experience and/or formal training

1. Orientation with respective building principal on new policies and procedures
2. Review of substitute handbook (initially and annually)
3. Review of student handbook (initially and annually)
4. Reference checks
5. Background checks as necessary (District Office)
6. New substitutes must be recommended by principal for placement on substitute list.

Board of Trustees

1. Review recommendation to hire substitute
2. Approve or deny hire of applicant

Promulgated: October 2001

