

T H E  
  
RANCHES  
ACADEMY  
POLICY

**Employment of Substitute Teachers**

**Rule: R277-508-5**

**Law: Section 53A-1-402(1)(a)**

***Policy:***

The Ranches Academy shall hire substitute teachers only under the circumstances that a teacher and/or teaching assistant is not available for an extended period of time.

***Procedure:***

1. In the event a substitute teacher is necessary, the following actions would be taken:
  - a. Applicants will be selected based on the school need and those with a valid license that is applicable to the void.
  - b. Applicants would be verified through CACTUS to ensure a license has not been revoked or suspended and has clearance on background check.
    - i. any individual whose license has been revoked or is currently suspended by Utah or another state, will not be considered for employment.
  - c. Resume and transcripts would be used to find hourly rate on current pay scale.
  - d. Lesson plans would be made available along with necessary teaching materials.
2. A substitute may not serve in a teaching position for more than 8 weeks in one academic year in either the same class or with the same group of students.
3. A person serving in the same teaching position for longer than 8 weeks shall hold an appropriate license or be replaced by a person with an appropriate license.

Approved: May 4, 2009