



NUMBER: 300A
SUBJECT: SUBSTITUTE TEACHER
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300A.1 — SUBSTITUTE TEACHER POLICY

It is the policy and practice of Bridgerland Applied Technology College (BATC) to have the respective instructor obtain an appropriate substitute teacher to cover their class in case of absence by the instructor.

300A.2 — RESPONSIBILITY FOR OBTAINING A SUBSTITUTE

When a substitute is required because of illness or other absence, the instructor requiring the substitute is responsible for arranging for an appropriate substitute. Arranging for the appropriate substitute should be accomplished by selecting a substitute from the BATC *approved* substitute list. This approved list is maintained by the applicable Associate Vice President for Instruction following the procedures listed below, on a department-by-department basis, and represents a list of qualified substitutes as determined by the applicable Associate Vice President for Instruction. In those rare situations where a substitute from the approved list is not available, the instructor will find a suitable substitute, but must provide the applicable Associate Vice President for Instruction with reasonable justification for using a substitute that is not from the approved list. *(The reasoning behind this exception is based on the fact that the need to have a substitute exceeds the need to have a substitute from the approved list. This should be used on a rare exception basis only.)*

In addition to arranging for the substitute, the instructor must also notify their department head and/or the applicable Associate Vice President for Instruction.

In emergency situations, where the instructor is unable to find an appropriate substitute, the instructor should notify their department head and the applicable Associate Vice President for Instruction so that one of them can arrange for an appropriate substitute. *(This is an exception-only situation and should only be required in cases of actual and significant emergencies.)*

300A.3 — SUBSTITUTE DUTIES

Substitute teachers are to manage the classroom as if the regular instructor were there.

The following are guidelines to help the department accomplish the process of hiring a competent substitute.

300A.3.1 — Procedures

300A.3.1.1 — Substitute teachers on the approved list are expected to participate in the same hiring process as regular instructors. This includes an interview with the applicable Associate Vice President for Instruction, completion of the new employee forms (employment agreement, W-4 Form, I-9 Form) from the Accounting Department, and a criminal background investigation.

300A.3.1.2 — It is to the benefit of the student to have a substitute with technical experience in the class that he or she is to substitute for.