

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: GCEA

ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES

The Director of Personnel shall maintain a list of qualified elementary substitute teachers and a list of qualified secondary substitute teachers to replace regular teachers who are absent. A system of assignment of these substitutes will be coordinated by the Personnel Office.

The principal of each school will be responsible for requesting substitutes when the need occurs in his/her school. Insofar as possible, teachers on the substitute list will be called for the subjects for which they are listed.

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