



Administrative Guidelines

Department: Human Resources

Policy: Administrative Guideline

Topic: Approved Positions to Receive Substitutes

Revised: July 2019

PROCEDURE

In order to ensure appropriate coverage for classes during employee absences, substitutes may be requested for the following positions. For these positions, when there is a need for long-term substitute services for an extended absence, please contact the Human Resources Director of Employment Services at 770-422-3500 Ext. 7292.

- Art Teacher
- Classroom Teacher
- EIP Teacher – Self-Contained
- ESOL Teacher, Grades 6-12
- Gifted Teacher, Grades 6-12
- Media Specialist with part-time Paraprofessional
- Music Teacher
- Physical Education Teacher
- Special Education Paraprofessional
- Special Education Teacher
- Title I Teacher, Grades 6-12

Substitutes may not be obtained for the following positions unless extenuating circumstances occur. For these positions, when there is a need for long-term substitute services for an extended absence, please contact the Assistant Superintendent of Human Resources for consideration of your request.

- Bookkeeper
- Clerk
- Counselor
- In-School Suspension Paraprofessional
- Media Paraprofessional
- Media Specialist with full-time Paraprofessional
- Technical Assistant
- Registrar
- Secretary

The daily rate of pay for all subs is \$75 for short-term (less than 21 days) and \$98 for long-term (21 days or more).