

## CHAPTER 3 – {Referral from Chapter 4 – 4.1.25}

### 3.1.2.8 Substitute Employee Assignment Procedure (Revised 12/13/94), (Revised 07/27/04)

1. The Employee will report to his/her principal or supervisor that he/she will be absent.
2. The Principal or Supervisor will notify the County Office designated employee of his/her substitute requests. Information to be transmitted will include the name of employee to be absent, subject area assignment, and the date and time the substitute will be needed. Between the hours of 4:00 P.M. and 6:00 A.M. a recording service will be in operation for purposes of reporting substitutes needed. From 6:00 A.M. to 4:00 P.M. requests will be processed through secretarial assistance at the County Office.
3. West Virginia Code 18A-4-7A states in part "All professional personnel whose seniority with the county board is insufficient to allow their retention by the county board during a reduction in work force shall be placed upon a preferred recall list".

From a list of substitutes approved by the Board, teacher substitutes will be called in this order:

- a) Employee whose name appears on the preferred recall list and who is certified in the field of the absent teacher
  - b) Other substitute certified in the field of the absent teacher
  - c) Employee whose name appears on the preferred recall list and who is certified in a closely related field to that of absent teacher (e.g. math-science), etc.
  - d) Other substitute certified in a closely related field to that of absent teacher
  - e) Employee whose name appears on the preferred recall list and who is certified outside the field of the absent teacher
  - f) Other substitute certified outside the field of the absent teacher
4. Dissatisfaction with a substitute shall be reported in writing, stating reasons on forms created for evaluation purposes. The report for elementary school teaching substitutes will be sent to the assistant superintendent for elementary schools. The report for secondary school teaching substitutes will be sent to the assistant superintendent for secondary schools.

### 3.1.2.8.1

#### **Obligation of Substitute Teacher Personnel**

A substitute, in signing a contract with the Marshall County Board of Education, is agreeing to substitute whenever he/she is needed.

To assure continuity of service for our students, it will be the duty of the substitute to accept all substitute assignments. If there is a refusal to accept an assignment it could result in deleting the individual's name from the substitute list.

Substitutes will have the following privilege. The substitute may designate where he/she desires to substitute according to the following areas:

- ( ) Area I  
Anywhere in the County
  
- ( ) Area II  
Limestone  
Cameron Elementary  
Cameron High
  
- ( ) Area III  
Central  
Center McMechen  
Glen Dale  
John Marshall High  
Limestone  
McNinch  
Moundsville Junior High  
Park View  
Sand Hill  
Sanford  
Sherrard Elementary  
Sherrard Junior High  
Washington Lands