

Substitute Information

(Updated March 22, 2011)

Appropriate Attire:

There are times when Employee Absence Reporting & SubFinder jobs are entered without detailed special instructions. This may result in the substitute arriving to a shift to find out that the shift is to be worked outside of the regular classroom setting (examples: physical education, track day, field trip, etc). It is necessary for substitutes to bring whatever he/she requires to be comfortable if he/she is required to change at the last minute to accommodate these situations (examples: outdoor clothing/comfortable shoes/sunscreen/medication/lunch).