

2-04-800. **Guest Teacher.**

- A. The primary function of Culbertson Guest Teachers is to enable each child to pursue his education as smoothly and completely as possible in the absence of his/her regular teacher.
- B. The guest teacher is responsible to the building principal.
- C. The guest teacher is responsible for the welfare of the students put in his/her care.
- D. The qualifications of this position include a teaching certificate in the area to guest teaching preferred; and demonstrated familiarity with the Culbertson School philosophy, program, and policies.
- E. The performance responsibilities of this position include:
 - 1. Report to the building principal upon arrival fifteen (15) minutes before the first class, or as soon as possible if called after school has started.
 - 2. Review with the building principal all plans and schedules to be followed during the teaching day.
 - 3. Review with the building principal or administrative secretary, the district guest teacher handbook.
 - 4. Assume responsibility for overseeing pupil behavior in the classroom and all lunch and recess periods.
 - 5. Write a report about work completed during the day and leave it for the regular classroom teacher.
 - 6. Remain in assigned classroom until fifteen (15) minutes after the official school closing or until relieved by the principal if earlier.
 - 7. Report to the building principal at the conclusion of the teaching day, verify whether or not services will be required on the next teaching day, and return completed district guest teaching forms.
- F. The paid wage for guest teachers, with and without certification, will be set by the Board. The time worked each day will be paid in the following increments:

over 0 hours and up to 2 hours
over 2 hours and up to 4 hours
over 4 hours and up to 6 hours
over 6 hours and up to 8 hours

Adopted:

Revised: May 16, 2000
August 11, 2003
August 18, 2009