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**I. PURPOSE**

Athlos Academy of Utah's policy implements an evaluation procedure for substitute teachers that allows for the development of an accurate salary schedule and informs decisions on paying substitute teachers accordingly.

**II. POLICY**

- A. Athlos Academy of Utah shall evaluate substitute teachers at least annually, in accordance with Utah Admin R277-508, and shall establish a salary schedule to pay substitutes according to their training, experience, and competency.
- B. The Lead School Administrator or designee shall submit an evaluation for all substitute teachers and classified substitutes whose performance or conduct is not acceptable by using the Substitute Evaluation Form.
  - 1. The form shall promptly be submitted to the front office to be processed accordingly.

**Legal References:**

[Utah Admin R277-508](#)