



## SUBSTITUTE TEACHER LIST 2024-2025

The responsibility of contacting a substitute teacher **rests with the teacher** who is unable to be present at school, whether for illness, personal reasons, bereavement, or staff development. The request for leave or early dismissal or late arrival must be filled out in advance or on the day of return for emergency leave request.

The "Employee Leave" form is used for partial days of leave. The form must be submitted to and approved by the principal. For emergency leave, the form must be submitted on the day of return. Once the form has been approved, your request will be put on the master SCS calendar.

Be sure to have a substitute folder readily available, which includes a **class roster**, class schedule and seating chart, location of materials, special area times, students receiving medication, EDP list, etc. Lesson plans need to be in order and readily accessible. Also, when you talk to the sub, please remind him/her to first report to the office and pick up keys. You may wish to let your sub know that substitute pay is \$11.00 per hour.

Teachers:

Mootz, Katie	843-530-1759	<a href="mailto:katieannemootz@gmail.com">katieannemootz@gmail.com</a>
Nimmich, Stuart	843-509-3368	<a href="mailto:d_nimmich@hotmail.com">d_nimmich@hotmail.com</a>
Olson, Juanita	(must be prescheduled)	<a href="mailto:olesonju@umflint.edu">olesonju@umflint.edu</a>
Smith, Patricia	843-259-8772	<a href="mailto:smithpatr65@outlook.com">smithpatr65@outlook.com</a>

The principal should be provided feedback, as necessary and appropriate. Thank you for your cooperation.

*\*Updated 7/24/2024*