

Long-Term Guest Teacher Information

RESPONSIBILITIES

- Reporting Time: 7:25 a.m. – 3:10 p.m. On occasion, Long-Term Guest Teachers may be asked to stay until 3:25 p.m.
- Follow the assigned teacher's schedule including all school wide service and Eagle time.
- Absences need to be reported to the Assistant Principal for Teaching & Learning and Assistant Superintendent's offices. Partial absences will be paid by period worked.
- Long-term Guest Teachers are responsible for planning and delivering instruction, attending student related meetings, maintaining attendance and grades, submitting grades at reporting times, athletic eligibility, and contacting parents/guardians as needed.
- Long-Term Guest Teacher assignment responsibilities include being present at contractual events, such as Open House and Parent/Teacher Conferences. You will NOT get additional compensation for these events because they are already included in your daily rate. *If you are asked to work additional assignments, please first confer with the Human Resources Office for approval.
- Long-Term Guest Teachers are expected to work the full day on student half day schedules. Please see the AP's office regarding task expectations.

PAY RATE

Long-Term Guest Teachers are paid per day. The 2025/2026 school year daily rate is \$345.00 per day.

BEST PRACTICES

- Work with the Department Chairperson and other teachers in the department regarding lesson planning and the scope and sequence of instruction.
- Work with an Instructional coach to help with your instructional practice.
- When you are unsure about anything, please ask.
 - If you have questions about your classes, assessments, & overall instructional & curriculum assistance speak with the Department Chairperson.
 - If you need assistance with classroom management, speak with the Deans as well as your department colleagues.
 - Questions regarding pay should be directed to the HR Department.
 - If you have questions regarding building logistics, please contact the Assistant Principal for Teaching and Learning.

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- If you have questions about submitting report card grades or athletic eligibility, please contact the department chairperson.