

CHAPTER 6.00 – HUMAN RESOURCES

SUBSTITUTE PERSONNEL

6.20

- I. Each school principal is authorized to employ a substitute when a staff member is unable to perform assigned duties. The principal or his/her designee shall obtain substitute employees from the Board-approved list.
- II. Applicants who seek employment as substitutes shall meet the following minimum qualifications and provide the appropriate materials as required:
 - A. Be at least eighteen (18) years of age;
 - B. Submit a complete set of fingerprints taken by a law enforcement agency or properly trained system personnel and the appropriate processing fee to obtain records check by the Alabama Department of Law Enforcement and the Federal Bureau of Investigation (FBI); and
 - C. Pass a criminal background check consistent with the requirements of state law;
 - D. Possess a high school diploma or equivalent.
- III. The compensation for substitutes shall be for services rendered in accordance with the salary schedule adopted by the School Board.
- IV. Substitute teachers shall hold the minimum of a substitute teacher certificate.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-22A-1 et seq., 16-23-1 et seq.**

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-2.01

HISTORY:

**ADOPTED: October 18, 2006
REVISION DATE(S): _____
FORMERLY: GBRJ**