

# Marion County Board of Education

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## **Substitute Teachers**

**5.701**

**06/26/12**

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**05/20/03**

Substitute teachers are those teachers used to replace teachers on sick, professional, or personal leave or to fill temporary vacancies.<sup>1,2</sup>

All substitute teachers shall be employed by the Director of Schools and paid by the Board. <sup>2</sup>

### Non-Certified Substitutes

A person without a teacher's license or permit may serve as a substitute for regular teachers taking *short term* sick, professional, or personal leave days. There is no limit on the number of teachers or number of days they may serve as a substitute teacher for a school year. However, a person may only serve up to twenty (20) consecutive days for any individual teacher on approved leave. <sup>1</sup> The non-certified substitute shall be paid on a daily rate basis, as determined and set by the Board during the budget process.

### Certified Substitutes

A person holding an active teacher's license and endorsement in the assigned area may serve as a substitute for a regular teacher taking *short term* sick, professional, or personal leave days. There is no limit on the number of teachers or number of days they may serve as a substitute teacher for a school year. The certified substitute shall be paid the same short term rate as the non-certified substitute.

A person holding an active teacher's license and endorsement in the assigned area may serve as a substitute for a regular teacher taking an *extended* leave period. The certified substitute shall be paid on a daily rate, and at the beginning teacher's salary at the Bachelor's degree level.

After a regular's teacher's accumulated leave is exhausted, the replacement teacher must be licensed and hold the appropriate endorsement for the assignment or be a retired teacher and have held the appropriate endorsement. The substitute shall be paid based on the replacement teacher's training and experience record in accordance with the state and local teacher salary schedule. <sup>1</sup>

Retired teachers may substitute one-hundred (120) days per year without loss of retirement benefits, <sup>1</sup> and may substitute for an additional ninety (90) days if the Director of Schools certifies in writing to the State Board of Education that no other qualified personnel are available to substitute teach. <sup>6</sup>

## **APPLICATION/QUALIFICATIONS**

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

Applicants whose records with the State Department of Education indicate a license or certificate currently in revoked status shall not be hired.<sup>4</sup>

Substitutes must: 1) have a high school diploma or GED; 2) have been out of high school for a minimum of two (2) years if substituting in a high school classroom; 3) be at least eighteen years of age to substitute in an elementary school; and 4) have any other qualifications as established by the Board.

The principal shall be responsible for providing a recommendation on substitute teachers hired for the school.

## **COMPENSATION**

The compensation of substitute teachers shall be reviewed and determined by the Board during the annual budget process. Compensation rates become effective upon approval of the budget.

## **AUTHORIZED SUBS**

Substitute teachers are only authorized for a regular classroom teacher position. However, the Director of Schools may evaluate the need for and pre-approve a sub for other curriculum related positions such as a teacher assistant for a special needs student environment, etc. The Director of Schools may also evaluate the need for and pre-approve a sub for other critical support positions.

## **EMERGENCY NEEDS**

All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

## **TRAINING AND ORIENTATION**

The Director of Schools shall be responsible for providing appropriate training and development programs for substitute teachers.

It is the responsibility of the building principal to provide substitute teachers with the guidelines and procedures to be followed at their school.

Substitute teachers shall assume the same responsibilities and have the same authority as the regular teacher, including bus duty and playground supervision.

## **RE-EMPLOYMENT/TERMINATION**

On an annual basis, the Director of schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers determined to have performed below an acceptable level shall not be re-employed.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal if they wish to terminate their service as substitutes.

### Legal References:

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413/4.
4. TCA 49-2-203(15)
5. TCA 49-3-312(14)(B); TCA 49-2-203(a); TRR/MS 0520-1-2-.04(b)
6. TCA 8-36-805