

# Dyersburg City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.701</b>	Issued: <b>11/27/17</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
2 Substitute teachers may be employed and paid directly by the board of education or by a third party  
3 public or private employer through an agreement between such third party employer and the board of  
4 education. Substitute teachers employed by third party entities shall be subject to the same  
5 unemployment benefit eligibility conditions as substitute teachers employed directly by the board of  
6 education.<sup>2</sup>

## 7 APPLICATION/QUALIFICATIONS

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

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

11 Qualifications for substitute teachers shall be on file at the district office.

12 The substitute teacher lists will be prepared by the personnel director, who will maintain a complete file  
13 on all substitute teachers. This file will include transcripts, credentials, recommendations and other  
14 pertinent information. A list of all approved substitutes shall be provided to all building principals. **Only**  
15 those persons on the approved substitute list shall be employed to substitute teach.

## 16 COMPENSATION

17 The compensation of substitute teachers is determined annually by the Board.<sup>5</sup>

## 18 CERTIFICATION

19 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
20 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>6</sup>

21 When substituting for a teacher without sick leave, the substitute should be certified and paid according  
22 to the state salary schedule.<sup>1</sup>

23 Retired teachers may substitute one-hundred (100) days per year without loss of retirement benefits,<sup>1</sup>  
24 and may substitute for additional ninety (90) days if the director of schools certifies in writing to the  
25 State Board of Education that no other qualified personnel are available to substitute teach.<sup>7</sup>

## 26 EMERGENCY NEEDS

27 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.

1 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
2 unable to arrive on time or remain for the full day.

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

## 6 **TRAINING AND ORIENTATION**

7 The director of schools shall be responsible for providing appropriate training and development  
8 programs for substitute teachers.

9 All substitute teachers shall be required to attend an orientation session held at the beginning of each  
10 school year to provide instructions regarding reporting, pay schedules, and other pertinent information  
11 and to answer questions.

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

## 14 **RE-EMPLOYMENT/TERMINATION**

15 On an annual basis, the director of schools, with input from the principals, shall determine which  
16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
17 acceptable level shall not be re-employed.

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

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### Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287