

Hancock County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 06/04/15
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
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.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the board of education.²

7 APPLICATION/QUALIFICATIONS

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

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be
10 hired.⁴

11 Qualifications for substitute teachers shall be determined by the director of schools in compliance with
12 state laws and regulations. Board of Education requires substitutes to be 21 years of age.

13 A list of substitute teachers will be prepared by the [*director of schools, personnel director, etc.*] who
14 will maintain files which may include transcripts, credentials, recommendations and other pertinent
15 information.

16 COMPENSATION

17 If employed directly by the board of education, the compensation of substitute teachers shall be deter-
18 mined annually by the Board.

19 CERTIFICATION

20 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substi-
21 tute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵
22 When substituting for a teacher without sick leave, the substitute shall be certified and paid according
23 to the state salary schedule.¹

24 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben-
25 efits,¹ and may substitute for additional ninety (90) days if the director of schools certifies in writing to
26 the State Board of Education that no other qualified personnel are available to substitute teach.⁶

27

1 EMERGENCY NEEDS

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

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would re-
6 ceive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 TRAINING AND ORIENTATION

9 The director of schools shall be responsible for ensuring that there are appropriate training and
10 development programs for substitute teachers.

11 RESPONSIBILITIES

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not lim-
13 ited to, 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
19 notifying the principal and/or third party employer 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. TCA 49-2-203(a)(15)
5. TCA 49-3-312; TRR/MS 0520-1-2-.04(b)
6. TCA 8-36-805 (1-3)