

Van Buren County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 10/18/12
		Rescinds: 5.701	Issued: 03/21/02

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

7 **APPLICATION/QUALIFICATIONS**

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

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

13
14 Qualifications for substitute teachers shall be:

- 15 1. Substitute teachers shall be employed and paid by the Board of Education to replace teachers
16 on sick leave.
- 17 2. Applications for substitute teaching positions must be made to the director of schools indicat
18 ing preference of employment as to grade level and subject matter.
- 19 3. Applicants must have at least a high school diploma, and those with college training will be
20 preferred.
- 21 4. Follow the course outline left by the regular teacher.
- 22 5. Leave a report of activities and accomplishments for the regular teacher.
- 23 6. Carry out all of the teacher's normal activities under the direction of the principal.
- 24 7. Become familiar with the duties of the teacher and with the general policies of the school in
25 which he/she expects to teach.
26

27
28 A list of substitute teachers will be prepared by the [director of schools, personnel director, etc.] who
29 will maintain files which may include transcripts, credentials, recommendations and other pertinent
30 information.

31 **COMPENSATION**

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

36 **CERTIFICATION**

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38
39 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a sub-
40 stitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.⁵
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42

1 When substituting for a teacher without sick leave, the substitute shall be certified and paid according
2 to the state salary schedule.¹

3
4 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben-
5 efits,¹ and may substitute for additional ninety (90) days if the director of schools certifies in writing to
6 the State Board of Education that no other qualified personnel are available to substitute teach.⁶

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8 **EMERGENCY NEEDS**

9
10 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.
11 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
12 unable to arrive on time or remain for the full day.

13
14 Such substitutes shall receive the proportionate equivalent salary regular substitute teachers would re-
15 ceive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
16 for both positions at the same time.

17
18 **TRAINING AND ORIENTATION**

19
20 The director of schools shall be responsible for ensuring that there are appropriate training and develop-
21 ment programs for substitute teachers.

22
23 **RESPONSIBILITIES**

24
25 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not limited
26 to, bus duty and playground supervision.

27
28 **RE-EMPLOYMENT/TERMINATION**

29
30 On an annual basis, the director of schools, with input from the principals, shall determine which substi-
31 tute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable
32 level shall not be re-employed.

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34 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
35 the principal and/or third party employer if they wish to terminate their service as substitutes.

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38 Legal References:

- 39 1. TRR/MS 0520-1-2-.04 (6)
40 2. TCA 49-5-709
41 3. TCA49-5-413
42 4. TCA49-2-203(a)
43 5. TCA 49-3-312(14)(B); TRR/MS 0520-1-2-.04(b)
44 6. TCA 8-36-805
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