

# Hamblen County 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>04/25/13</b>
		Rescinds: <b>GBRJ</b>	Issued: <b>09/15/12</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 or by a third party public or private  
3 employer through an agreement between such third party employer and the Board. Substitute teachers  
4 employed by third party entities shall be subject to the same unemployment benefit eligibility conditions  
5 as substitute teachers employed directly by the Board.  
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## 7 **APPLICATION/QUALIFICATIONS**

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

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

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14 Substitute teachers must have a minimum high school diploma or G.E.D. A minimum age of twenty-  
15 one (21) is required for substitutes in Grades 6-12.

16  
17 The personnel department shall maintain substitute teacher files that include transcripts, credentials, rec-  
18 ommendations, and other pertinent information. Substitutes shall be responsible for providing current  
19 addresses and phone numbers.

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21 The personnel department shall provide each principal a list of approved substitute teachers. Substitutes  
22 with the best training and most experience shall be included on a preferred substitute list. For planned  
23 absences, a substitute with a teacher's certificate shall be selected from the preferred list if possible.  
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## 25 **COMPENSATION**

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27 If employed directly by the Board, the compensation of substitute teachers shall be determined annually  
28 by the Board.  
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## 30 **CERTIFICATION**

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32 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a sub-  
33 stitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>5</sup>  
34 When substituting for a teacher without sick leave, the substitute shall be certified and paid according  
35 to the state salary schedule.<sup>1</sup>  
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37 Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement ben-  
38 efits,<sup>1</sup> and may substitute for additional ninety (90) days if the director of schools certifies in writing to  
39 the State Board of Education that no other qualified personnel are available to substitute teach.<sup>6</sup>  
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**EMERGENCY NEEDS**

All teacher assistants, 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 ensuring that there are appropriate training and development programs for substitute teachers.

**RESPONSIBILITIES**

Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited to 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 who performed below an acceptable level shall not be re-employed.

Substitutes shall be responsible for notifying the personnel department 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. TCA49-5-413
- 4. TCA49-2-203(a)
- 5. TCA 49-3-312(14)(B); TRR/MS 0520-1-2-.04(b)
- 6. TCA 8-36-805