

Kingsport City Schools

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| Monitoring: Review: Annually, in April | Descriptor Term: Classified Substitutes | Descriptor Code: 5.701 | Issued Date: 07/09/13 |
| | | Rescinds: 5.701 | Issued: 02/03/11 |

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Substitutes shall be secured on an as needed basis when employees are absent from work. A substitute must have a minimum of a high school diploma or equivalent and complete the application process, including a criminal background check.

Substitutes must complete a training session prior to substituting in Kingsport City Schools.

The Superintendent is directed to establish a pay schedule and plan for substitutes for classified staff.

On an annual basis, the Superintendent, with input from the Supervisors, will determine which substitutes performed at an acceptable level. Substitutes who performed below an acceptable level shall not be reemployed.